

**HLL Biotech Limited
(A Government of India Enterprise)**

**TENDER REF No: HBL/ADMIN/SECURITY SERVICES/2025-26
Dated 16-07-2025**

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

INTRODUCTION OF THE COMPANY

HLL Biotech Limited (HBL) is a PSU under Ministry of Health and Family Welfare, Government of India (GOI) Enterprise. Government of India mandated to establish a State of Art vaccine manufacturing unit termed as “Integrated Vaccine Complex” (IVC) at Chengalpattu near Chennai to produce lifesaving and cost effective vaccines primarily to minimize the demand-supply gap and support GOI in the Universal Immunization program

IVC came into existence further to the proposal by the Ministry of Health and Family Welfare (GOI) to the Cabinet Committee on Economic Affairs (CCEA) for establishment of a centralized vaccines manufacturing facility with international standards in government sector at an estimated cost of INR 594.00 crores and was declared as a “Project of National Importance”

The vaccine complex will be the nodal centre for research, manufacture and supply of vaccines at affordable prices for the Universal Immunization Program (UIP) of the Government of India. The vaccines to be manufactured in IVC are Pentavalent combination (DPT + HEP B + Hib), BCG, Measles, Hepatitis B, Rabies, Hib and JE vaccine. The annual capacity of IVC is expected to be around 585 million doses. The vaccines produced in the complex will be utilized for immunization of infants and small children against various diseases throughout the country

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

1. INSTRUCTION TO BIDDERS

- 1.1 The bids are invited on single stage bidding process basis. The bid will constitute of Technical bid and Financial bid (item-wise). Technical bid and financial bids (item wise) along with EMD cover to be submitted in single sealed envelopes super scribing with tender reference number and list of items quoted.
- 1.2 The bid is invited for Providing Security Services on outsourcing Basis at HBL, Integrated Vaccines Complex, Chengalpattu as per terms & conditions given in the bid document. All bidders who qualify the eligibility conditions as detailed in the bid document are eligible to participate except in the case of firms who are blacklisted / barred by competent agencies or HBL in participation and award of such contracts.
- 1.3 Bidders can send their queries and clarifications to address given in clause 1.4, up to three days prior to the due date of bid submission. There is no bid document fee.
- 1.4 Bids shall be addressed to **"The Procurement Department, HLL Biotech Limited, Survey no: 192 & 195, Meleripakkam (post), Thirumani Village, Chengalpattu – 603003 Email: procurement@hllbiotech.com**. Due date for submission of the bid will be on 25th June 2025 @ 15:00 Hrs. The submitted bids will be opened on the same day at 15.30 Hrs.
- 1.5 Bids shall be valid for 120 days from the date of opening.
- 1.6 The tender should be signed in long hand, dated, duly stamped and witnessed at all places provided therein. Also all pages, corrections / alterations should be initialed/stamped.
- 1.7 Bidder must be careful to deliver a bonafide tender. Any tender which proposes any alterations to any of the conditions laid down which proposes any other conditions or any description whatsoever is liable to be rejected.
- 1.8 Intimation of tenders' quotation by a telegram/fax will not be considered.

- 1.9 Tenders must be accompanied by a certified true copy of the Power of Attorney in favour of the signatory to the tender which interalia should empower him/her to bind the firm to Arbitration Clause given in the Articles of Agreement and Contract Conditions. In case a blank tender is being submitted, it should be marked prominently 'BLANK' on the envelope and signed by the authorized person.
- 1.10 In view of postal and other delays, the tenders should be posted sufficiently in advance of the last date fixed for receipt of tenders or be sent by a special messenger. Tender received late shall be liable for rejection.
- 1.11 Prices shall either be typed or written in ink and shall be entered both in figures and words. In case of discrepancy the figure quoted in words shall be taken as accurate. In case of any discrepancy in the unit and amount, the unit rate shall be taken as accurate.
- 1.12 Prices quoted by the bidder shall be firm and valid till the completion of the contract

2. MODE OF SUBMISSION OF BIDS

Documents to prove the eligibility criteria should be submitted along with the bid and should consist of the following:

- a. **EMD (Earnest Money Deposit) in the form of crossed demand draft/ banker's cheque** in favor of "HLL Biotech Limited" payable at Chengalpattu has to be submitted for Rs.80,000/-. However, 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.
- b. Bid document bearing signature and seal of the bidder in all pages
- c. **Annexure: I** (Bid Data sheet)
- d. **Annexure: II** (Past experience, including performance certificate from clients).



All other supporting documents (mentioned in clause 3) and certificates substantiating the bidder's eligibility shall be attached.

e. Financial bid in the prescribed format given in the bid document Annexure IV.

f. Bid Form Annexure V

2.1 . The bids shall be enclosed in a sealed envelope super scribing **“TENDER FOR PROVIDING SECURITY SERVICES ON OUTSOURCING BASIS AT HBL, INTEGRATED VACCINES COMPLEX, CHENGALPATTU, tender ref no. HBL/ADMIN/SECURITY SERVICES/2025-26 dtd 16.07.2025” & list of items quoted** and shall be addressed to the **“The Procurement Department, HLL Biotech Limited, Survey no: 19 2& 195, Meleripakkam (post), Thirumani Village, Chengalpattu - 603 003 Contact No: 044 – 27421449”**

2.2 Any bid received after the stipulated time period shall be considered as late tender and will be rejected.

3. MINIMUM ELIGIBILITY CRITERIA.

- i) The bidder must be a Company registered under The Private Security Agencies (Regulation) Act, 2005. Self-attested copy of Private Security Agency Regulation Act (PSARA) registration certificate should be attached.
- ii) Bidder must have valid PF, ESI and certificates/allotment letter of GST and PAN Number and License under Contract Labor Act. Relevant certificate and license copy with self-attestation should be attached.
- iii) The bidder must be an established, reputed and reliable Service provider in the field of rendering Security services and should have at least three years of experience in this field. Relevant Service contract/Agreements/Performance Certificates as proof experience shall be submitted.
- iv) The min turnover of the bidder during last three FY 202-22, 2022-23, 2023-24 should be INR 25 Lakhs. Balance Sheet, P&L Statement certified by a Chartered Accountant shall be submitted as documentary evidence.
- v) Net worth of the company shall be positive during last three financial years FY 202-22, 2022-23, 2023-24

vi. The Bidder must note that they should have carried out and completed similar works in their own name or in other name as per MOU signed with other parties.

4. BID EVALUATION

Bid determined to be substantially responsive will be checked by HBL for any arithmetic errors and same will be corrected as follows

- a. Where there is a discrepancy between the rates in figures and in words the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer should quote in Indian Currency.

5. REJECTION OF BIDS

Notwithstanding the above conditions, HBL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HBL's action.

7. NOTIFICATION OF AWARD

- 7.1 Prior to the expiry of the period of offer validity prescribed by HBL, HBL will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. The Service order will be issued to the successful bidder. No correspondence will be entertained by HBL from the unsuccessful Bidders.
- 7.2 Upon selection of the successful bidder (technically qualified L1 party- item wise) HBL will promptly notify the same to successful Bidder through an Service Order.
- 7.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party.

TERMS AND CONDITIONS

1. DEFINITION:

1.1 For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires: -

- i. "HBL" means HLL Biotech Limited, which expression shall unless excluded by or repugnant to the context include HBL's representative.
- ii. "Contractor/ Bidder" Means successful lowest bidder.
- iii. "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
- iv. "Performance Security" means monetary or financial guarantee to be furnished by the successful tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

2. PAYMENT SCHEDULE:

100% payment shall be made in Indian Rupees within 15 days from the date of submission of original invoice. 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 with statutory applicable deductions within 15 days, after submission of all the documentary proofs and certified by HBL representative.

3. TAXES AND OTHER LEVIES.

The quoted price shall be the inclusive of all applicable taxes and other charges if any.

STATUTORY VARIATIONS:

- a. However pursuant to the constitution (forty-sixth amendment) Act, 1982, if any further tax or levy is imposed by statute, after the receipt of the quote, and the contracts thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not in the opinion of the Engineer-in-

charge (whose decision shall be final and binding) be attributable to delay in execution of work within the control of the contractor.

- b. In case of statutory variation in regard to taxes/levies, within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However, beyond this period HBL will take advantage of any reduction in taxes/levies but will not pay extra on account of increase in taxes/levies.

4. PERFORMANCE SECURITY

4.1. The successful bidder has to furnish performance guarantee from nationalized / scheduled bank in the form of a bank guarantee in the name of HLL Biotech Limited on receipt of the Service order. The performance bank guarantee valid up to a period of 1 year with additional claim period of 2 months for 5% of total contract value has to be submitted within 10 days from the date of Service Order. Bidders can adjust EMD Paid while participating in tender, against Performance Bank Guarantee.

4.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract.

4.3 The submitted Performance security will be refunded, to the Contractor within two months of the expiry of the contract only on the satisfactory performance of the contract.

4.4 Forfeiture of Performance Security

In case the Contractor/ Bidder fails to complete the work, HBL, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Guarantee.

4.5 In case the bank goes in liquidation or for any reason is unable to make payment against the said Bank Guarantee the loss caused thereby shall be borne by the Contractor/ Bidder. The Contractor/ Bidder forthwith, on demand from HBL, shall make good the deficit.

5 Confidentiality:

The Contractor shall not reveal the scope of supply/rates/quantities/facilities appearing in the order to anybody without the knowledge of Employer.

Violation of this Clause will be treated as breach of Contract, in which case Employer will reserve the right to take necessary punitive action against the Contractor.

DETAILED SCOPE OF WORK

1. Scope of Service:

- 1.1 During continuance of the contract, security agency so appointed shall take over the responsibility for providing total security in the HBL Buildings, Gardens, Open Areas, Parking area, Machinery and Equipment including DG sets, EB substations, ETP, Gate office, time office, alarm system and all the movable & immovable properties of HBL.
- 1.2 It is the responsibility of Security Agency to get the verification done in respect of Security Guards from local Police station and a copy of such verification must be submitted in the office of HR & Admin as the case may be, before the commencement of contract.
- 1.3 The Service provider shall provide adequately trained and well-disciplined security guards.
- 1.4 The service provider should ensure security of movable and immovable property of HBL against theft or damage.
- 1.5 The service provider shall be the complete responsible for ensuring the vigilance of HBL property and any larcenies, damage or loss of properties.
- 1.6 All the security guards / supervisor should have minimum of 3 years of work experience in similar field.
- 1.7 All the manpower should able to read / write / speak local language. Multi-lingual conversant manpower would be preferred.
- 1.8 The service provider shall take immediate action to restore the articles or damages of HBL property.
- 1.9 To check people on entry/exit from all the gates based on Identity cards system, issue of passes or other systems introduced by HBL and maintenance of records of visitors and vehicles.
- 1.10 The security personnel deployed shall take regular patrolling of the premises to maintain vigil and remain alert.



- 1.11 Thorough checking of incoming and outgoing materials against proper Gate Pass duly signed by the authorized signatory.
- 1.12 To keep proper check and records of incoming and outgoing materials by maintaining a proper register.
- 1.13 To ensure that no hawker marketing persons or vendors or trespassers are allowed inside the Campus without permission
- 1.14 To bring to notice of any suspicious activity noticed during discharge of duties by security guards.
- 1.15 The security personnel shall be duly trained in Fire & Safety Operations and should have the knowledge of operation of various firefighting equipment installed by HBL at various locations in the premises. A mock drill may be organized every fort night in the premises to ensure alertness and safety.
- 1.16 The security personnel shall respond to phones/calls during night or during day, before and after office hours on emergency basis. A record of such phone calls received shall be maintained by them.
- 1.17 The security personnel shall manage keys of doors inside HBL building/office/ vehicles etc. and issue only to the authorized and designated Officers/persons only. They should maintain the duplicate keys of all locks including that of all rooms of canteen and other places in a sealed Box for use in exigencies / emergencies. The security service provider should handover all the keys to the HBL management after the expiry of the contract. In case of any loss, mishandling, etc., the cost of the same would be recovered from their bills or security deposit.
- 1.18 The security personnel are responsible to switch off and switch on electrical switches, closing of water taps etc., after the office hours in co-ordination with House Keeping and Electrical Maintenance Staff.
- 1.19 The security personnel should convey message whenever received to the concerned officials and they should receive urgent mails / telegrams during odd hours.
- 1.20 The security personnel should arrange and control the traffic at all the gates and ensure that no vehicles including autos are parked opposite the gates and that proper parking of the vehicles is made in the parking places.



- 1.21 They should maintain records of arrival and departure of staff and other vehicles (including goods vehicles).
- 1.22 The Agency shall keep the HR & Admin department informed of all the matters of security and cooperate in the investigation of any incident relating to security.
- 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 (If required), walky-talky, Metal scanner, vehicle checking equipment's & Patrolling vehicle etc. required to perform the job/duty.
- 1.24 Copy of all the personnel records of the securities guards & supervisors deputed to HBL should be handed over to HBL HR department before deputing such security guards & Supervisors.
- 1.25 Vehicles (Two wheeler/ cycle) required for patrolling within & around the HBL campus will be under the scope of security agencies.
- 1.26 The security agency shall provide training for Drill and Physical Fitness, Firefighting, Emergency evacuation alertness and procedures, Communication skills, Basic Behavioral etc. on quarterly basis.

DUTIES & RESPONSIBILITIES:

1. DUTIES OF SECURITY SUPERVISOR

- a. Be punctual and take over the duty charges with proper handing over/ taking over.
- b. Perform the duties with high degree of honesty and sincerity.
- c. Be firm and polite, while dealing with employee's visitors/attenders and vendors.
- b. Do not leave the post, unless properly relieved.
- c. Do not read newspapers or magazines, while on duty.
- d. Do not watch movie / Video in mobile while on duty.
- e. Do not operate the system available in the reception.
- f. He will attend all visitors/attender and guide them to the concerned in a professional manner.

- g. He will ensure that all discussion rooms / cabins are kept locked after office.
- h. He will maintain all the register kept at his facility.
- i. He will issue the all kind of badge temp badges after verified thoroughly.
- j. Any suspicious personnel movement / emergency inform to the HR Head immediately.
- k. He will frequently, check the doors for proper locking.
- l. Maintain occurrence register and enter all observations / incidents.
- m. Be responsible for all types of activities in this area and their presence should give a measure of confidence to all security personnel that everything is under control and complete area is under surveillance.
- n. Perform duties/responsibilities assigned by the HBL from time to time

2. DUTIES OF SECURITY GUARD (MALE & FEMALE)

- a. Be punctual and take over the duty charges with proper handing over / taking over.
- b. Perform the duties with high degree of honesty and sincerity.
- c. Be firm and polite, while dealing with employees and visitors.
- d. Do not leave the post, unless properly relieved.
- e. Do not read newspapers or magazines, while on duty
- f. Do not watch movie / Video in mobile while on duty
- g. Assist employees in case of any emergency
- h. He will patrol inside the Floors/Spine once in every two hours and submit round report to duty Supervisor.
- i. He will ensure all personnel moving inside the IVC Premises and displays their ID badge.
- j. He will ensure all material moves with proper documents.
- k. He will be utilized as escort for important visitors
- l. He will be in touch with control room through Mobile phone.
- m. Any suspicious personal movement / emergency noticed, inform main gate control room immediately.
- n. Maintain the occurrence register & record the incidents.
- o. Be responsible for all types of activities in this area and their presence should give a measure of confidence to all security personnel that everything is under control and complete area is under surveillance.

- p. Maintain occurrence/handing over/taking over register.
- q. Perform duties/responsibilities assigned by the HBL from time to time.

3. CONTRACTORS LABOUR REGULATIONS: WORKING HOURS

- a. Normally working hours of an employee 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.
- b. When manpower is made to work for more than 8 hours on any day or for more than 48 hours in any week he shall be paid over time for the extra hours put in by him by the contractor. HBL shall not be responsible for this overtime payment.
- c. 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 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).
- d. 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.
- e. The contractor shall maintain a Register of Persons employed on work on contract in form XIII of the Contract Labour (R & A) Central Rules 1971 and same shall be submitted along with monthly bills to be submitted by contractor.
- f. The contractor shall maintain a muster roll register in respect of all workmen employed by him on the work under contract in form XVI of the CL (R & A) Rules.

- g. The contractor shall maintain a Wage Register in respect of all work men employed by him on the work under contract in form XVII of the CL (R & a) Rules 1971.
- h. The manpower deployed by the contractor for providing the services to do specific work will have no claim whatsoever for absorption in HBL later on.
- i. The contractor shall maintain a Register of Fines in the form XII of the CL (R & A) rules 1971 the contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omission for which fines can be imposed.
- j. The contractor shall maintain a Register of deductions for damage or loss in from XX of the CL (R & A) Rules 1971.
- k. The contractor shall maintain a register of Overtime in from XXIII of the CL (R & A) rules 1971.

4. PAYMENT OF WAGES:

- a. 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.
- b. The contractor shall liable to make disbursement of payment among the manpower as per the approved final rates of this contract and has to submit the documentary proof of said disbursement of previous month along with the bill of next month.

5. INSURANCE:

Without limiting any of the other obligations or liabilities the contractor shall at his own expense takes and keep comprehensive insurance for manpower and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and undertake to indemnify and keep indemnified HBL for and against all manner of claims a demands and losses and damages and cost (including between attorney and client) charges and expenses that may arise in regard the same or that HBL may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and /or attested copies as required by HBL of the policies of insurance take within 15

(fifteen) days of being called upon to do so together with all premium receipts and other papers related thereto which HBL may require.

OTHER GENERAL CONDITIONS:

1. Security agency shall verify character, antecedents of security personal before deployment in HBL Campus and shall furnish names of security guards with photographs, local address and permanent address for record by HBL and shall notify any change in their address.
2. Security Guards will not be changed by security agency so frequently until and unless so warranted and permitted by the Institute.
3. Security Guards shall be in position in full and proper uniform wearing identity cards, badges, etc.
4. Sub-letting of contract shall not be permitted.
5. HBL will not be responsible to provide any residential accommodation to security personal deployed by security agency.
6. If any of the Security Guards would be found involved in any kind of theft or sabotage or pilferage, the security agency shall be responsible for recovery of stolen articles and value thereof shall be deducted from the Bill. In addition, penalty of 10% of the bill shall also be recovered from security agency.
7. Security agency shall ensure compliance of all statutory laws and obligations under T. N/State Govt./Central Govt. enactments.
8. Each monthly bill shall be supported by an attendance sheet for service rendered by Security agency and shall produce documentary proofs of PF/ESI /GST etc. deposited to Govt. in respect of security guards deployed at HBL. PF/ESI Number shall be provided by security agency to HBL.
9. Proper attendance register of all the supervisors/security for all shifts should be maintained.
10. Security agency shall disburse wages to its workers deployed in HBL Campus as per the prevalent minimum wages fixed by Central Govt. / T.N.Govt.
11. The agency may require to coordinate/liase with local authorities such as T.N. Police/Traffic Police etc. in connection with the security services as per requirement of prevailing legislation in such matters as called for.

12. It is the responsibility of the Security Agency to maintain all the registers including statutory registers and security services such as Inward, Outward, Gate Pass, attendance of other service providers like Housekeeping, Landscaping etc. They should also monitor and maintain the records for Tanker and Drinking water suppliers. In case of any tampering or alterations of records found, the HBL management has reserves the right to deduct one-day salary of the concerned SO.
13. The employees of the Contractor should possess sound health and be free from any disease, especially contagious and frequently recurring diseases and they should be in neat uniform while on duty.
14. The Contractor will, prior to the commencement of the operation of contract, make available to HBL the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees, should be enclosed. The contractor shall not change the Guards / Supervisors, etc., frequently without the prior consent of HBL.
15. No child laborers shall be permitted by HBL under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable risk insurance benefits under labor laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labor, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against HBL, the Contractor shall be required to reimburse to HBL any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. HBL shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
16. HBL shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify HBL in case of any damage or liability, which may arise on account of action of contractor.
17. Guards should be able to Speak, read and write in Tamil / English / Hindi.
18. Guards deployed should be between the ages of 20 years to 45 years.

19. Guards should be medically fit for watch and guard duties.
20. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Contractor shall pay the wages to the contract workers on or before the 7th day of every succeeding month, irrespective of delay in payment of Bill by the HLL Biotech Limited for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Central Government from time to time.
21. The Contractor shall submit workers' EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at HLL Biotech Limited. The contractor shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications:
- The Payment of Wages Act 1936
 - The Employees Provident Fund Act, 1952
 - The Factory Act, 1948
 - The Contract Labour (Regulation) Act, 1970
 - The Payment of Bonus Act, 1965
 - The Payment of Gratuity Act, 1972
 - The Employees State Insurance Act, 1948
 - The Employment of Children Act, 1938
 - The Motor Vehicle Act, 1988
 - The Minimum Wages Act, 1948

The contractor shall mandatorily furnish proof of payment of all the legal entitlements to the workers besides wages on a monthly basis in the following formats.

Salary slip		
1	Payslip for the Month of	
2	Employee Name	
3	Employee Number	
4	Designation	
5	EPF Code & IP No	
6	ESI Number	
7	Weekly Off	
8	Net Due	
9	Total Days (Duties)	
10	Total No. of Days (Duties)	
11	P.F Employer Share	
12	P.F Employee Share	
13	ESI Employer Share	
14	ESI Employee Share	
15	Total Net Payable/Paid with	
16	Bank Account No	

22. DELAY IN THE CONTRACTOR'S PERFORMANCE

The Contractor shall perform the services under the contract within the time schedule specified by the Employer in the List of Requirements and as incorporated in the contract.

Any unexcused delay by the Contractor in maintaining its contractual obligations towards performance of services shall render the Contractor liable to any or all of the following sanctions:

- (i) Imposition of liquidated damages,
- (ii) Forfeiture of its performance security and
- (iii) Termination of the contract for default.

23. ABANDONMENT OF WORK

- a. That if the Contractor abandons the work for any reason whatsoever or

becomes incapacitated as aforesaid, HBL shall forfeit/en-cash the Performance Guarantee.

- b. Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

Termination for insolvency

If the service provider becomes bankrupt or otherwise insolvent, HBL reserves the right to terminate the contract at any time, by serving written notice to the service provider without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the HBL

24. CANCELLATION/TERMINATION OF CONTRACT OR PART THEREOF

- a. HLL BIOTECH LIMITED may, at any time, at his option cancel and terminate this contract BY WRITTEN 15 days' notice stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation.
- b. HLL BIOTECH LIMITED may, at its option, cancel or omit the execution of one or more items of work under this contract, and any part of such item (s) without any compensation whatsoever to the Contractor by giving due notice in writing stating reasons therefore.
- c. If at any time after the commencement of the work HLL BIOTECH LIMITED shall for any reason whatsoever not require the whole work or part thereof as specified in the scope of work to be carried out, HLL BIOTECH LIMITED shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out.

24. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, HBL shall have powers:

- a) To rescind the agreement.
- b) To engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages.

25. ARBITRATION

- a. All disputes or differences whatsoever arising between the parties out of or relating to the Contractor/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by HBL and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.
- b. The place of arbitration shall be at Chennai

ANNEXURE- I

Bid data Sheet

S.no	Description	Details
1	Bid reference number	HBL/ADMIN/SECURITY SERVICES/2025-26 dtd 16.07.2025
2	Due date for submission	25th July 2025 up to 15:00 Hrs
3	Name & Address of bidder	
5	Year of establishment	
6	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd firm
8	Name & Address of Directors/Partners	1. 2. 3.
7	Bank Account Details	
8	PAN Number	
9	GSTIN	
10	Contact Phone-Office	
11	Mobile Number	
12	Email	
13		
14	Copy of MOA/partnership deed/Registration	Attached/Not Attached
15	Copy of PAN of Directors/Partners	Attached/Not Attached
16	Latest IT return statement	Attached/Not Attached
17	Past three years P&L, Balance Sheet	Attached/Not Attached
18	All pages of bid document signed	Attached/Not Attached
19	Power of Attorney/Authorization to sign the bid	Attached/not Attached
20	Bid document signed by the authorized signatory in all pages	Attached/Not Attached
20	EMD (in favor of HLL Biotech Limited in the form of Demand Draft / Banker's cheque from a Nationalized or Scheduled bank, payable at Chennai)	Attached/Not Attached

ANNEXURE –II

Details of other organizations where similar contracts undertaken during last three years (enclose supporting documents).

Sl. No.	Name & Address of the organization, contact No	No. of personnel supplied	Period of contract	Whether Govt / semi Govt / Autonomous Bodies / PSUs / Industries etc. (pl specify)	Value of contract	Reasons for termination (if currently not valid)
1.						
2.						
3.						
4.						
5.						



**ANNEXURE –III
PROFORMA:**

SECTION (A). GENERAL INFORMATION:		
1	Name of Company	
2	Registration No.	
3	Number of Years in Operation	
4	Registered Address	
5	Operating Address	
6	Telephone No	
7	Telefax	
8	Email Address	
9	GST No.	
10	PAN No.	

SECTION (B). FINANCE		
1	Name & Address of Banks and Branches used :	
1.1		
1.2		
1.3	Documentary evidence (duly signed & stamped) must be enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
2	Annual Turnover of the Firm/ company:	
2.1	2021 – 2022:	_____ (Value in Lakhs)
	2023 – 2023:	_____ (Value in Lakhs)



	2023 – 2024:	_____ (Value in Lakhs)
2.2	Documentary evidence (duly signed & stamped) must be enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
3	Bidders are to submit copy of valid current Income Tax Return submitted, GST Registration failing which their offer may be liable to be rejected.	<input type="checkbox"/> Yes <input type="checkbox"/> no

ANNEXURE-IV

TENDER REF No: HBL/ADMIN/SECURITY SERVICES/2025-26 dtd 16.07.2025

BID FORM

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and delivery of the goods in full conformity with the said bidding documents for the sum of:

Rs:
IN WORDS

(Hereinafter called “the Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

Signed by:

In the capacity of



ANNEXURE –V

FINANCIAL BID FOR TENDER FOR PROVIDING SECURITY SERVICES ON OUTSOURCING BASIS AT HBL, INTEGRATED VACCINES COMPLEX, CHENGALPATTU												
BID REF No: HBL/ADMIN/SECURITY SERVICES/2025-26 dtd 16.07.2025												
S.No	Category	No Of Persons Required A	Rate/Wages Per Month Per Person	ESI @ 4%	PF @ 13%	Statutory Bonus @ 8.33%	Any Other Charges(PI Specify)	Service Charges	GST @ 18%	Total Per Person/Month B	Total Per Month C = A*B	Total Per Year D = 12*C
1	Security Guard - Male	13										
2	Security Supervisor Male	1										
3	Security Guard/Driver	1										
4	Security Guard Female	1										
Total per year in Figures												
TOTAL PER YEAR IN WORDS												

Rates quoted are inclusive of applicable GST & other charges if any.



SECTION – VI

BANK GUARANTEE FORM FOR EMD

Whereas _____ (hereinafter called the “Tenderer”) has submitted its quotation dated _____ for the supply of _____ (hereinafter called the “tender”) against the Employer’s tender enquiry No. _____. Know all persons by these presents that we _____ of _____ (Hereinafter called the “Bank”) having our registered office at _____ are bound unto _____ (hereinafter called the “Employer”) in the sum of _____ for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____. The conditions of this obligation are:

(1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Tenderer having been notified of the acceptance of his tender by the Employer during the period of its validity: -

a) fails or refuses to furnish the performance security for the due performance of the contract.

or

b) fails or refuses to accept/execute the contract.

or

c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than _____ day of _____ 20____..

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

ANNEXURE – VII

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

HLL Biotech Limited,
Survey no: 19 2& 195,
Meleripakkam (post), Thirumani Village,
Chengalpattu - 603003

1. In consideration of HLL BIOTECH LIMITED (hereinafter called “HBL”) having agreed under the terms and conditions of order no..... Dated..... Made between (here in after called “the said contractor(s)”) for the Work (herein after called “the said agreement”) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We (indicate the name of the bank) (herein after referred to as “as bank) hereby undertake to pay to the HBL and amount not exceeding Rs..... (rupees..... Only) on demand by HBL.

2. We (indicate the name of the bank) do hereby undertake to pay the amount due and payable under this guarantee without any demure, merely on a demand from HBL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (rupees..... only).

3. We undertake to pay to HBL any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this guarantee shall be valid discharge of our liability for payment to there-under and the contractor(s) shall have no claim against us making such payment.

4. We (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that



would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of HBL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till engineer-in-charge on behalf of HBL certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.

5. We..... (indicate the name of bank) further agree with HBL that HBL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any of the powers exercisable by HBL against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance act of omission on that part of the HBL or any indulgence by HBL to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s).

7. We..... (indicate the name of bank) lastly undertake not to revoke this guarantee except with the previous consent of HBL in writing.

8. This guarantee shall be valid up to Unless extended on demand by HBL. Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs..... (rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the guarantee shall stand discharged.

Dated the Day of 20....

For
(indicate the name of bank)



ANNEXURE VIII

SCHEDULE OF FISCAL ASPECTS

SR. NO.	PARTICULARS	DESCRIPTION
1	Tender Ref No	HBL/ADMIN/SECURITY SERVICES/2025-26 dtd 16.07.2025
2	Submission of completed tender	25.07.2025, 15:00 Hrs
3	Opening of Technical bid	25.07.2025, 15:30 Hrs
4	Performance Bank Guarantee	The performance bank guarantee from nationalized / scheduled bank in the name of HLL Biotech Limited valid up to a period of 1 year with additional claim period of 2 months for 5% of total contract value has to be submitted within 10 days from the date of Service Order
5	Payment terms	As mentioned in GCC: Clause. 2
6	Earnest Money Deposit	Rs.80,000/- in favour of "HLL Biotech Limited" payable at Chengalpattu has to be submitted
7	Service to be Offered	Security Services on Outsourcing Basis
8	Duration of the Contract	One Year from the award of contract. However, the same may be further extended for further two years or part thereof on same terms & conditions on mutually agreed basis.
9	All Queries / Communication To Be Addressed To	The Procurement Department HLL Biotech Limited, Survey no: 19 2& 195, Meleripakkam (post), Thirumani Village, Chengalpattu - 603 003 Email : procurement@hllbiotech.com
10	Pre-Bid Meeting	Date & Time: 21.07.2025, 12:00 Hrs VENUE: Video Conference / HLL Biotech Limited, Chengalpattu
(CONTRACTOR)		(EMPLOYER)