



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

**Request for Proposal (RFP) Document for Empanelment of Consultancy
Services for Deputation/Hiring of Manpower on Outsourcing Basis for HBL
Integrated Vaccine Complex (IVC) at Chengalpattu**

**Request for Proposal (RFP) N0:
HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DATED 12th AUG, 2025**

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 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 WORKS

Empanelment of Consultancy Services for Deputation/Hiring of Manpower on Outsourcing Basis for HBL Integrated Vaccine Complex (IVC)

1. Instruction to Bidders

- 1.1 The proposals are invited on two stage bidding process basis. The proposal will constitute of Technical bid and Financial bid (item-wise). Technical bid and financial bids (item wise) to be submitted in separate sealed envelopes. Technical bid cover & Financial bid cover (item-wise) along with EMD cover should be kept in a separate single cover super scribing with RFP reference number and list of items quoted. The technically qualified parties financial bids will only be opened for financial evaluation.
- 1.2 The proposal is invited for “Empanelment of Consultancy Services for Deputation/Hiring of Manpower on Outsourcing Basis for HBL Integrated Vaccine Complex (IVC) at HBL, Integrated Vaccine Complex (IVC), Chengalpattu as per specification and other details given in the RFP document. All bidders who qualify the eligibility conditions as detailed in the RFP 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 Proposals 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 of submission of the bid will be on 22nd Aug 2025 up to 11:00 Hrs. The Technical Bid will be opened on the same day at 11.30 Hrs. The Financial bid of only those bidders who



are qualifying the minimum eligibility criteria & technical specification will be opened. The date & time of financial bid opening shall be intimated separately to the technically qualified parties

- 1.5 Bids shall be valid for 120 days from the date of opening.
- 1.6 The bids should contain complete technical specification of the equipment along with detailed illustrations and diagrams to facilitate evaluation. The RFP should be signed in long hand, dated, duly stamped and witnessed at all places provided therein. Also all pages, drawings, corrections / alterations should be initialed/stamped.
- 1.7 Bidder must be careful to deliver a bonafide RFP. Any RFP 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 RFPs' quotation by a telegram/fax will not be considered.
- 1.9 RFPs must be accompanied by a certified true copy of the Power of Attorney in favour of the signatory to the RFP 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 RFP 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 RFPs should be posted sufficiently in advance of the last date fixed for receipt of RFPs or be sent by a special messenger. RFP 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 even if the contract is split in two or more parts among different bidders.



2. Mode of submission of Bids:

Documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked “Technical Bid”. Technical bid 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.5,000/-. However, MSE units who are registered and also will continue to remain registered during the RFP 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 RFP item(s) should be submitted along with Technical bid of the RFP 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.

The financial bid should be put in a separate envelope, sealed and marked “Financial Bid”. The financial bid should contain the following

- a. Financial bid in the prescribed format given in the bid document Annexure III.
- b. Bid form Annexure IV

- 2.1 The bids shall be enclosed in a sealed envelope super scribing “**Notice inviting Request for Proposal (RFP) for Empanelment of Consultancy Services for Deputation/Hiring of Manpower on Outsourcing Basis for HBL Integrated Vaccine Complex (IVC) at HBL,**



Integrated Vaccine Complex (IVC), Chengalpattu RFP Ref: HBL/IVC/RFP/HR_MANPOWER_ SERVICES/25-26 DTD 12.08.2025
” & list of items quoted and shall be addressed to the “**The Procurement Department, HLL Biotech Limited, Survey no: 192 & 195, Meleripakkam (post), Thirumani Village, Chengalpattu – 603003**
Email: procurement@hllbiotech.com.”

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

3. Minimum Eligibility Criteria.

- a) The bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing Manpower Services. Copy of relevant certificates should be attached. Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971.
- b) The bidder must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and shall submit proofs thereof.
- c) The bidder must have been in existence for the last Three financial years. (Attach copy of relevant certificates, Registration details etc.).
- d) The bidder must have at least 50 or more workers continuously on roll for the last six months. Relevant document proof of EPF challan should be submitted.
- e) The Contractor/Contractor must have sound financial stability with an average annual turnover of INR 30.00 Lakhs in preceding three financial years in similar services. (Copy of audited balance sheets, Profit & Loss and ITR certificates with matching PAN No. must be enclosed).
- f) Net worth of the company shall be positive during the last three financial years. The balance sheet, profit and loss account for three



consecutive financial years from (FY 2021-22, FY 2022-23, FY2023-24) certified by a Chartered Accountant shall be submitted

g. The Contractor/Contractor should not have been blacklisted by any Govt., Semi-Govt. Dept., or any other organization. An Declaration regarding Non Blacklisting (in prescribed format given in the RFP document Annexure V) on non-judicial stamp paper duly notarized shall be given by the firm

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. Exemptions/Forms

HBL will not give any form for Tax exemptions.

6. Rejection of bids

Notwithstanding the above conditions, HBL reserves the right to accept or reject any offer, and to annul the RFP 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



purchase 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 LOI/Purchase 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 RFP.
- 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 DETAILED SCOPE OF WORK

Scope of Service:

- i) The Contractor agrees to provide manpower to the Client as per the Client's requirements and will use its best efforts to deliver the services efficiently.
- ii) The Contractor acknowledges that the manpower provided under this agreement will be its own employees. The Contractor will bear all statutory liabilities concerning their salaries and benefits.
- iii) The Contractor shall ensure that its manpower adheres to the instructions and directions issued by the Client, as mutually agreed upon between both parties.
- iv) The Contractor agrees to withdraw any personnel deemed undesirable by the Client. Upon notification by the Client, the Contractor shall make reasonable efforts to replace such personnel as quickly as possible.
- v) The Contractor may rotate any or all of its staff with prior written approval from the Client.
- vi) All personnel provided by the Contractor will remain employees of the Contractor, which will be solely responsible for the timely payment of all dues, including but not limited to salaries, wages, and other benefits,



subject to the timely receipt of payments from the Client in accordance with this agreement.

5. ADDITIONS/DELETIONS

- 5.1 HBL shall have the right to direct in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the Contractor/ Bidder shall comply with such directions.
- 5.2 The Contractor/ Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of HBL.

6. DURATION OF THE CONTRACT

The contract shall be initially valid for a period of six months from the date of award of contract. However, the same may be further extended for further three years or part thereof on same terms & conditions on mutually agreed basis based on the performance.

7. 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.

8. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

9.1. 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.

9. ARBITRATION

- 9.1 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.
- 9.2 The place of arbitration shall be at Chennai



ANNEXURE- I
Bid data Sheet

S.no	Description	Details
1	Bid reference number	HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DTD 12.08.2025
2	Due date for submission	22nd Aug 2025 up to 11:00 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 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

**Number of projects for Empanelment of Consultancy Services for
Deputation/Hiring of Manpower on Outsourcing Basis
(As per minimum eligibility criteria Clause 3 c of RFP document)
in the last THREE years**

Sl. No.	Name and location of the Project	Name and address of the Client	Project Details		Completion Date
			Brief of the items supplied	Project Value Rs Lakhs	
1					
2					
3					
4					
5					
6					

Satisfactory completion certificate from the client to be attached.



ANNEXURE- III

BID REF No: HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DTD 12.08.2025				
FINANCIAL BID FOR EMPANELMENT OF CONSULTANCY SERVICES FOR DEPUTATION/HIRING OF MANPOWER ON OUTSOURCING BASIS FOR HBL INTEGRATED VACCINE COMPLEX (IVC) AT CHENGALPATTU				
S.No	Description	UOM	Qty	Service Fee in %
1	SERVICE CHARGES FOR EMPANELMENT OF CONSULTANCY SERVICES FOR DEPUTATION/HIRING OF MANPOWER ON OUTSOURCING BASIS	Each	1	
Grand Total for Service Charges in % (Inclusive of all applicable GST) In figures				
Grand Total for Service Charges in % (In Words)				
NOTE: (a) For detailed specifications refer ANNEXURE I				
(b) Rates quoted are inclusive of applicable GST				
		Signature of the Bidder & Seal		



ANNEXURE- IV

**RFP REF No: HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DTD
12.08.2025**

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



SECTION - V

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING

FROM TAKING PART IN GOVT. TENDER BY HBL/GOVT. DEPT

(To be executed on Rs. 20/- stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor / Partner (s) / Director (s) of M/s hereby declare that the firm/company namely M/s has not been blacklisted or debarred in the past by HBL or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor / Partner (s) / Director (s) of M/s hereby declare that the firm/company namely M/s Was blacklisted or debarred by HBL, or any other Government Department from taking part in Government tenders for a period of years w.e.f. The period is over on And now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by HLL BIOTECH LIMITED and EMD/SD shall be forfeited.

In addition to the above HLL BIOTECH LIMITED will not be responsible to pay the bills for any completed/ partially completed work.

Signature.....

Name.....

Name & address of the firm

.....

Seal of the firm should be affixed.

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors



ANNEXURE VI

SCHEDULE OF FISCAL ASPECTS

SR. NO.	PARTICULARS	DESCRIPTION
1	RFP Ref No	HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DTD 12.08.2025
2	Submission of completed RFP	22.08.2025, 11:00 Hrs
3	Opening of Technical bid	22.08.2025, 11:30 Hrs
4	Payment terms	As mentioned in GCC: Clause. 2
5	Earnest Money Deposit	DD/ Bankers Cheque for Rs.5,000/- in favor of "HLL Biotech Limited" payable at Chengalpattu has to be submitted
6	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
7	Pre-Bid Meeting	Date & Time: 19.08.2025, 12:00 Hrs VENUE: Video Conference / HLL Biotech Limited, Chengalpattu
(CONTRACTOR)		(EMPLOYER)