
MINUTES OF THE MEETING**PRE BID MEETING OF TENDER FOR
OPERATING CANTEEN FACILITY AT HLL BIOTECH LIMITED, CHENGALPATTU**

Document No. : HBL/IVC/CANTEEN/17-18 dtd 17.07.2017

Venue : HLL Biotech Limited, Chengalpattu

Date : 21.07.2017

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : See attached list of attendees

Issued by : HBL


Issued on : 25.07.2017

Agenda	
1.	Pre-bid Meeting for Canteen Tender for IVC, Chengalpattu

General Discussion/Amended Points:

1. Pg 7 of 20: Equipment's: The contractor should make his own arrangements of equipment's to keep food warm, service utensils (serving plates shall be provided by HBL), refrigerator, freezer, blender etc. if necessary. Contractor should maintain the said items in proper, clean and hygienic conditions for due discharge of obligations in respect of running the canteen at their own cost
2. Pg 7 of 20: Electricity: Electricity will be provided by HBL free of cost.
3. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of HBL. **The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste. Kindly arrange appropriate provisions for the disposal outside our premises and HBL shall not be held responsible for the same.**
4. Separate washing area will be provided by HBL near the canteen surroundings.
5. Pg 17 of 20: Menu: Sr. No: 1,2,4 and 5 shall only be considered for evaluation. Other line items shall be quoted (mandatory). Annexures for different possible line items in the menu can be quoted separately in the additional sub-sheet in the MS excel provided.
6. Pg 17 of 20: Menu - Optional Additional line item in Sr. No 2 shall be quoted separately having combo option (North-South) Indian thali.
7. HBL has already implemented coupon system based on which monthly bills shall be claimed/submitted. Payment shall be made within 7 days from the date of certified invoice.

For HLL Biotech Limited


25/1/17

DGM – Procurement

