



**MINUTES OF THE MEETING**

**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**

Document No. : HBL/IVC/RFP/HR\_MANPOWER\_SERVICES/25-26 DATED 12th AUG, 2025

Venue : Video Conference @ HLL Biotech Limited

Date : 19-08-2025 @ 12.00 Hrs

Project : Integrated Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees

Issued on : 20-08-2025

Issued by : Procurement

Agenda	
1.	Pre-bid Meeting for 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



S. No	RFP Ref No: HBL/IVC/RFP/HR_MANPOWER_SERVICES/25-26 DATED 12th AUG, 2025
1	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
2	Payment terms remains unchanged
3	<p><b><u>Clarification to vendor queries - Scope of Service</u></b></p> <p><b><u>Clause 4 (i) Page No:9 of 17</u></b></p> <p>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</p> <p><b><u>Clause 4 (ii) Page No: 9 of 17</u></b></p> <p>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.</p>
4	Closing date & time for receipt of Tender shall remain same i.e. 22.08.2025 @ 11:00 Hrs
5	Date and Time of opening of Technical Bids shall remain same i.e. 22.08.2025 @ 11:30 Hrs.

For HLL Biotech Limited

*Sh* 20-08-2025

Authorized Signatory

