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**MINUTES OF THE MEETING**

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

**Document No. :** HBL/IVC/RE\_CANTEEN/17-18 dated 09.10.2017

**Venue :** HLL Biotech Limited, Chengalpattu

**Date :** 16.10.2017

**Project :** Integrated Vaccines Complex, Chengalpattu

**Attendees :** See attached list of attendees

**Issued by :** HBL


**Issued on :** 16.10.2017

<b>Agenda</b>	
1.	Pre-bid Meeting for Canteen Re-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. Separate washing area will be provided by HBL near the canteen surroundings.
3. Only NSIC registered bidders shall be exempted from paying EMD.

**For HLL Biotech Limited**

  
(S. SURESH 16/10/17.

**DGM – Procurement**

