
MINUTES OF THE MEETING

**PRE BID MEETING OF e-TENDER FOR
PROVIDING VEHICLES FOR STAFF TRANSPORTATION AT HLL BIOTECH LIMITED, CHENGALPATTU**

Document No. : HBL/IVC/STAFF_TRANSPORT/17-18 dated 13.10.2017

Venue : HLL Biotech Limited, Chengalpattu

Date : 20.10.2017

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : See attached list of attendees

Issued by : HBL


Issued on : 26.10.2017

Agenda	
1.	Pre-bid Meeting for providing vehicles on hiring basis for staff transportation for IVC, Chengalpattu

General Discussion/Amended Points:

1. Quoted price should be inclusive of shed to shed. Distance from shed shall be a maximum of only 10 kms in a day from the start and end point.
2. General terms & conditions: Pg. No: 6 of 30
For:
Point 1- Request for fuel revision will be entertained and compensated only if the prices of fuel increase beyond 15% from the date of commencement of contract. In case fuel prices fall below 15% of quoted prices, the same benefit will be passed to HBL. Every 15% increase or decrease in fuel prices will lead to a corresponding increase or decrease in quoted prices considering mileage as 7 Kms/ltr.
Shall be read as:
Point 1- Point has been deleted.
3. Financial Bids format has been revised where diesel variation clause itself shall not be applicable.
4. For Billing purpose: Avg. diesel rate/litre of every month shall be calculated while billing. Diesel rate at the office address of the service provider shall prevail for this calculation.
5. Three vehicles (26/32 seater) shall be quoted for 14 hours per day and one vehicle (40/50 seater) shall be quoted for 12 hours per day. Vendors shall quote for extra kms and extra hours' rate.
6. Acceptable make of vehicle: Ashok Leyland, Eicher, Tata, Swaraj Mazda. (Spacious and comfortable seats to be provided).
7. Time schedule: The day of commencement of service will be reckoned from 30 days from the date of issue of Service order.
8. Color of the vehicle should be white based.

For HLL Biotech Limited


26/10/17

DGM – Procurement

