

**MINUTES OF THE MEETING**

**PRE BID MEETING OF EOI  
FOR PRODUCTION, CHARACTERIZATION AND STORAGE OF cGMP VERO CELL BANKS AT  
INTEGRATED VACCINE COMPLEX (IVC), HBL CHENGALPATTU**

**Document No. :** HBL/IVC/cGMP/CELLBANKING/001 dated 05.05.2015

**Venue :** HLL Biotech Limited, Chennai

**Date :** 13.05.2015

**Project :** Integrated Vaccines Complex, Chengalpattu

**Attendees :** See attached list of attendees

**Issued by :** CEO HBL

**Issued on :** 15.05.2015

Agenda	
1.	Pre-bid Meeting for Production, Characterization and Storage of cGMP Vero CELL Banks at Integrated Vaccine Complex (IVC), HBL Chengalpattu

S. No.	Clarifications on queries	
	EOI Doc No: HBL/IVC/cGMP/CELLBANKING/001 dated 05.05.2015	
	<p><b>General Points:</b></p> <ol style="list-style-type: none"> <li>To avoid the deduction of TDS, the service provider has to produce the Non-Deduction of TDS Certificate</li> <li>The prequalification process will be done through this EOI and a separate tender with the detailed scope of service, terms &amp; conditions &amp; price schedule will be issued to the qualified bidders.</li> <li>The commercial bids are not invited at this stage.</li> <li>No of Vials required for Cell Bank preparation and storage of the same shall be approximately 300 vials in each of MCB and MWCB.</li> </ol>	
	Clause in EOI	Point modified as/ Comment
1.	Clause 1.7.4 Pg 6 of 10 The power of attorney duly notarized and on a stamp paper authorizing the person to sign and act on behalf of the applicant/firm should be submitted.	The authorization letter in company's letter head to authorize the person to sign and act on behalf of the applicant/ firm shall be submitted. The signatures of authorizer and to whom is authorized is mandatory.
2.	Clause 1.3 Pg 4 of 10 <b>Processing Fee:</b> The service provider shall pay a non-refundable amount as processing fee of USD 100/- (USD One Hundred only) or equivalent amount as on tender publishing date. This amount should be paid through a Demand Draft/Banker's Cheque drawn in favour of HLL Biotech Limited and payable at Chennai	The Banker's Cheque in Foreign currency is also acceptable. HBL do not entertain Electronic transfer.

For HLL Biotech Limited

  
 Chief Executive Officer

