

HLL Lifecare Limited
Plot No.71, Sector-7, IMT, Manesar,
Gurgaon-122050(Haryana)

Minutes of Pre Bid Meeting for the open tender for supply of raw materials and packing materials for PTC Nishchay to Manesar Unit, Gurgaon held on 9th Oct, 2013 10.00 AM - 04.00 PM in Unit Chief's Office, Manesar

List of Participants

Officers Present from HLL:

1. Shri P.N. Gupta, Unit Chief, Manesar
2. Shri Manasa Ranjan Harichandan, Dy Mgr (Pur)
3. Ms Ekta Khattar, Dy. Mgr (QA/QC)
4. Shri Naveen Chandra, Dy. Mgr (Finance)
5. Shri Anees Theruvath, AM (Purchase)

Bidders Present

S.No.	Name	Organisation
1.	Mr. R. Singh	JEE Chemical INC, G.B. Nagar (UP).
2.	Mr. Amarpreet Singh	Desiccants India, Jhajjar, Haryana.
3.	Mr. Naveen Mehta	TCPL packaging limited, New Delhi
4.	Mr. Riddhi Siddhi	Alpna Packaging pvt. Ltd, Delhi.
5.	Mr. Murtuza Thanawala	K.M. Enterprises, Thane.
6.	Mr. Ajay Trehan	Galaxy Offset (India) Pvt Ltd, Gurgaon.

The meeting was chaired by Unit Chief, Manesar.

Unit Chief welcomed all the participants to the pre- bid meeting and briefed about the tender for the supply of Raw materials and Packing materials required for Nishchay PTC.

There were queries from the bidders, most of them pertaining to similar issues. The queries were clarified by the Officers present in the meeting.

The queries raised during the meeting and their clarifications as furnished by the HLL side, are listed below.

S.No.	Queries / Suggestion	Clarification
Silica Gel pouches		
1.	If there are different quality (grade) items available which meets the specification which one should be quoted?	It is up to bidder for which item to be quoted. Bidders are expected to submit only one quote.
2.	Whether this is a one time order or in small quantities	Requirement is in part quantities and it will be mentioned in PO.
Aluminium Pouch		
3.	Whether drug license is required for technical qualification for Al. Pouch?	Not required
4.	Is it possible to submit similar product as samples	Yes, similar products samples are accepted.
5.	In case of significant change in price whether it will be adjusted subsequently	No. Quoted rates are fixed during the currency of the tender.
Inner Carton		
6.	Key line diagrams (KLD) required for inner cartons for exact quoting of rate	For price estimation bidders may co-ordinate with unit for the samples.
7.	Lead time constraints for ITC boards, Min 50 days required.	No change. Lead time will remain the same as mentioned in the tender documents.
8.	How the bundle of 50's should be packed. Whether shrink wrapping is required? Is Bundles of 100's accepted	Packing of bundles of 50's can be decided by the bidder. Bundles of 100's are also accepted.
9.	What is the weight of one inner carton?	Weight is not included in technical specification.
10.	Period of Bank guarantee	Period of bank guarantee will be 165 days from the date of bid opening.
Master carton		
11.	Specification not adequate. Detailed spec of each layer is required. Weight of one master carton?	No change. Technical specifications in tender documents remain unchanged.
12.	Whether SSI members are exempted from submitting EMD	SSI registered with NSIC is only exempted.