

**Minutes of Vendor meeting for the Bid for Enlistment of contractors for various construction works of HLL Lifecare Limited**

**Vendor meeting on 29.04.2015**

25 contracting firms attended the Vendor meeting at Trivandrum office and 4 attended the meeting at Noida office. The queries raised and the answers /clarifications given are attached.

HLL informed that the EPF registration and Service tax registration are a must for the empanelment of contractors. HLL also informed that "Own work" cannot be considered for eligibility as the rating given is not reliable by the same firm.

<b>Sl. No</b>	<b>Queries</b>	<b>Reply to the queries</b>
1.	Request for extension of last date of submission as we have to process the documents from our Head Quarters	The Last Date of submission of documents is extended to 25.05.2015 at 3:00 pm
2.	Requesting to revise the past experience work completion date from 28.02.2015 to 30.04.2015	The past experience work completion date revised from 28.02.2015 to the date of Enlistment Notice Inviting Tender. i.e. 16.04.2015
3.	Whether the solvency certificate depends on the class or not	Solvency certificate depends on the classes. <b>Please refer table given in connection with eligibility criteria given on page 15</b>
4.	Is the contractor who applied for more than one category, will be eligible for participating in the lower classes (If the contractor applied for higher classes)	A contractor empanelled in a higher class in one category shall be automatically empanelled for all lower classes in the same category
5.	Please provide the application forms in lock free format	Specified forms in word format are also attached along with this minute.
6.	Average annual financial turnover upto 31.03.2015 should be considered, rather than 31.03.2014	No Change
7.	We request you to allow us to consider Value of Free Issue Material while working out the annual turnover.	No Change

8.	Request you to include other multi-storeyed RCC framed structure buildings such as Commercial Buildings, Institutional Buildings, Hotel Buildings, Office Buildings, Super Markets, Malls etc as eligible projects for empanelment for category I	Please see the different categories in the Empanelment Document.
9.	We request you to kindly consider the projects completed during the last 7 years instead of 5 years as mentioned in the document, since other Govt Departments such as CPWD, etc are considering 7 years.	Projects completed during the last 7 years will be considered instead of 5 years.
10.	We presume that only Hard copy of the necessary documents has to be submitted at any one of the mentioned locations i.e., In Thiruvananthapuram or Noida.	You only have to submit the hard copies of required documents to one of the offices only. i.e. Either at Thiruvananthapuram <b>OR</b> at Noida office
11.	The Turn Over certificate asked for against each category has to be the Turn Over in that particular category or the overall Turn Over of the Company	Turnover not falling under any of the categories specified will not be considered.
12.	Form J Affidavit is to be submitted in Stamp Paper or Company Letter Head or Plain Sheet	Form J Affidavit is to be submitted in Company Letter Head.
13.	Can the same solvency certificate be submitted for empanelment under different categories, Since the Name of Bank, Branch, and Solvency Value will remain same?	The total value of solvency shall be equal to or more than the sum of the eligibility for all categories applied for.
14.	Integrity pact is to be submitted in Stamp Paper or Letter Head or Plain Sheet	Integrity pact is to be submitted in Letter Head
15.	Request you to kindly extend the due date of submission of application for empanelment up to 31.05.2015	The Last Date of submission of documents is extended to 25.05.2015 at 3:00 pm.
16.	We have only approximate 2 year experience in India, We request you to consider as and give opportunity to work with you.	No Change

17.	Please let us know the procedure to change the company name-once the vendor registration is completed.	Refer Clause 21.0 (Page 26) Section–II, Information & Instructions for Applicants.
18.	If we enlist for category “Project with Estimated cost above 25 crores – Rs.10,000/-“, will we be eligible for all the other three categories or only the specific one enlisted.	A contractor empanelled in a class of estimated cost above 25 Crores in one category will be automatically empanelled <b>for all lower classes in the same category, not in the lower classes of other categories.</b>  <b>Rs. 10,000/- is the processing fee to be submitted for applying in a class having Project with Estimated cost above 25 crores in a category. For applying in other categories, you have to submit separate application with separate processing fee depending on the class in which you are applying.</b>
19.	Solvency value to be for individual service or for all services together – HVAC, Electrical & Fire Fighting.	The total value of solvency shall be equal to or more than the sum of the individual solvencies for all categories applied for.
20.	Plumbing services are in the Civil vendors’scope. Can it be merged with Fire Fighting so that we can also participate in plumbing category?	No Change
21.	Electrical License : We shall submit the licenses for the states where we have executed several projects successfully on all India Basis.	A Firm, if empanelled, will be considered for works in those states where they have inspectorate approval
22.	Performance Report: We wish to submit the performance letters in the format customer has issued to us which captures the relevant details. Request for your approval and confirmation.	As far as possible, the submission of performance report shall be in the format given. In unavoidable cases, customer formats with all details called for can be considered.
23.	Keeping in view of the work involved in organising the documents, request you to extend the due date of submission to 29.05.2015..	The Last Date of submission of documents is extended to 25.05.2015 at 3:00 pm.
24.	Request to extend last date of submission.	The Last Date of submission of documents is extended to 25.05.2015 at 3:00 pm
25.	Revision of average finalised turn over to last three years.	No Change.

26.	If any advantages to existing enlisted contractors	Any document submitted earlier can be revalidated & submitted.
27.	I am an enlisted contractor upto Rs 1 crore in HLL. Is my enlistment in this category to be continued?	Up till the new enlistment comes into force, the existing empanelment if any will continue
28.	We are interested to participate in the bidding of Civil & Composite works having estimated cost of Rs. 100 Crores to Rs. 400 Crores & above. Please clarify under which 'Class' we should apply for	The vendor/ contractor should apply in class as applicable as per eligibility limit.
29.	Request to extend Tender submission date for another 30 days	The Last Date of submission of documents is extended to 25.05.2015 at 3:00 pm
30.	The Pre Engineered Building works eligibility criteria shows multistoried which is restrictive. Can this be amended?	The Pre Engineered Building works eligibility criteria changed to <b>i. Project/projects comprising Pre engineered building works for any institution/ hospital/ warehouse/ industries/ commercial buildings.</b>