

## MINUTES OF PRE BID MEETING

<b>EOI Title</b>	Empanelment of Suppliers for the supply of Aluminum Cuboids, Mother Cube / Pallet and Plastic Trays / Pouches for Arogya Maitri Project
<b>EOI Number</b>	HLL/PSD/2024-25/TENDER/90 Dt: 01.11.2024
<b>PRE BID MEETING DATE</b>	08-11-24
<b>TYPE OF MEETING</b>	VIRTUAL (GOOGLE MEET)- meet.google.com/vqu-yrtz-bbf
<b>MEETING DURATION</b>	2.00 PM to 03:00PM

### PARTICIPANTS DETAILS

<b>HLL</b>	Dr..Unnikrishnan, S.M Vice President (MKTG) GROUP HEAD (FMCG)
	Dr.Nireesh P.H. Deputy General Manager (PSD)
	Mr. Deepak Singh Solanki Deputy General Manager & HEAD (CBD & DEFENSE PHARMA)
	Mr.Kannan R, Senior Manager (FIN-MKG) & FIN.CUSTODIAN-MCC
	Mr. Aswin A S, Senior Manager (PS)
<b>Prospective bidders participants</b>	M/s Anand Surgical - Mr. Anuj
	M/s Variety Vyapar - Mr. Ankush
	M/s Novex Healthcare - Mr. Mohit Agarwal
	M/s Packers Product - Mr. Amit

### DISCUSSION POINTS

<b>S.NO</b>	<b>POINTS</b>
1	The meeting started with a brief introduction about the tender and the expectation from the prospective bidders by HLL team

In continuation to the Prebid meeting, following queries were raised by the prospective bidders and same are mentioned below;

- Name of Organization:**
- 1) M/s Anand Surgical
  - 2) M/s Barity by Vyapar
  - 3) M/s Novex Healthcare
  - 4) M/s Packers Product

SM (FIN-MKTG)

DGM & HEAD (CBD & Defense Pharma)

DGM (PSD)

VP (MKTG) &GH (FMCG)

Sl.No	Description	Query	HLL Clarification
1	Sample submission	Sample submission time is very less. It will take atleast 3 months to submit the samples after intimation from HLL. Also kindly allow to see the existing samples to get a fair idea of exactly what product to be supplied.	It has been decided to provide 3 months to submit the samples on intimation from HLL after the documentary evaluation of technical bid. Necessary amendment shall be upload in the portal.  Regarding the request to see the existing sample, based on the email request from the prospective bidders, HLL shall intimate the date and time when the sample can be inspected at HLL designated warehouse. The email request shall receive latest within 72 hours before the bid closing time.
2	Sample submission	It is mention in the document that sample submission within 7 days after intimation from HLL. Whether sample to be submitted along with the bid?	Initially documents has to be submitted and further on completion of verification of documents, bidders shall be intimated separately to submit the samples.
3	Specification Tray	Only drawing is available, more specification will help for the costing. Also kindly allow to see the existing samples to get a fair idea of exactly what product to be supplied.	Specification already available in the drawing of the Tray. Kindly refer Annexure C  Refer point 1 with respect to the existing sample.
4	Payment Terms	Request to kindly amend 95% of payable amount within 60 days from date of supply and acceptance instead of current 70% of payable amount within 60 days	No change in payment terms.
5	Final Quantity	Final quantity of Aluminium Cuboid / mother cube / pallet and plastic trays	Second stage depending upon the available order.

**Vice President (Procurement Services) & GH (HCS)**

SM (FIN-MKTG)

DGM & HEAD (CBD & Defense Pharma)

DGM (PSD)

VP (MKTG) &GH (FMCG)