

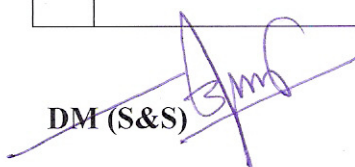
HLL Lifecare Limited
 (A Govt. of India Enterprise)
 Plot. No.- 71, Sector -7, IMT Manesar,
Gurgaon (Haryana)- 122050
Phone & Fax No. 0124-4030949
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Subject : Minutes of Pre Bid Meeting
Tender No. : HLL/MFG/SALES/CARGO/2013-14/001 dtd 27.08.2013.
Tender Item : Transportation of Diagnostic Kits FY 2013-2014
Venue : Conference room, Plot No. 71.
Date : 06.09.2013
Time : 13.30 hrs

The meeting started with a brief about the company profile, tender process and terms and conditions of the tender document.

The major queries raised by the participants & HLL responses are as under.

Sl no	Queries	HLL response
1	Will HLL provide additional charges incurred by transporter such as toll tax in Jammu & Kashmir, Unloading charges in the consignee end where the warehouse is not in the ground floor etc?	No, additional charges are admissible other than quoted rates (per kg basis) in the tender. Hence the bidder should take into consideration such expenses, if any.
2	Approximate date for starting dispatch	Goods dispatches to be made on requirement basis during the currency of the tender.
3	Schedule or order of dispatch of consignment.	HLL has the sole right to decide and to make necessary changes in dispatch schedule. Usually, dispatches to the farthest places are scheduled first.
4	Payment terms – Will Company accept the scan copies of bill submitted by the transporter	The scan copies of bills are not accepted. HLL accepts only the hard copy of bills with seal and signature along with the original POD. The Payments are released within 30 days after receipt of the bills as stated above.


 DM (S&S)


 DM (Purchase)


 DM (Finance)


 Unit Chief