

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

Minutes of Pre Bid Meeting for open tender no: HLL/MFG/LABOUR CONTRACT/04/2015-16 empanelling Labour Contractors for the supply of man power to HLL, MFG Unit, Manesar, Gurgaon held at 2.00 PM on 12th Oct, 2015 in the presence of Unit Chief.

List of Participants

Officers Present from HLL:

1. Shri P.N. Gupta, Unit Chief, Manesar
2. Shri Manasa Ranjan Harichandan, Dy Mgr (Pur)
3. Shri Subhash Chander Sharma, Officer (Admin & HR)
4. Shri Manish Kumar Lochba, Accounts Officer

Bidders Present

S.No.	Name	Organisation
1.	Mr. Kuldeep Sharma	M/s Focus Executive Search 308/4 A, J Chambers, Naiwala, Karol Bagh, New Delhi - 011-28757607, 45650969 Kuldeep@focusexecutive.com 9810037883
2.	Mr. Rajpal Yadav	Vigilant Corporate Services Gr Floor Jeet Ram Complex, M G Road : 0124-4387804 Sukhrali, Gurgaon rajpalyadav@vigilantcorporateservices.com 9310060916

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 empanelling Labour Contractors for the supply of man power.

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
1.	Self-Declaration regarding blacklist of company.	HLL is in the process of implementing the suggestion of Self-Declaration regarding blacklist of company.
2.	Regarding Arrear due to revision in Minimum wages	HLL pay arrear to workers as per the revision with effect from date of revision in minimum wages.
3.	Submission of Challan of PF & ESI	HLL requires separate PF, ESIC challans along with ESR number.