

Minutes of the Pre-bid meeting of Global Tender for Selection of Overseas Operations Associate for International Business Division (Tender no.: HLL/CHO/IBD/GT/2019-20/1, June, 2019)

Date and Time : 26/06/2019 at 11:00 Hrs.
Venue : HLL Lifecare Limited, Poojappura, Trivandrum

Proceeding of the pre-bid meeting is as follows:

1. HLL provided a presentation on the background of HLL and its International Business Division; past experiences with Ministry of Health (MoH), Brazil, details on the new contract with MoH Brazil and the scope of work of the Overseas Operations Associate (OOA).
2. The prospective bidders raised their queries related to the tender document which were clarified by HLL. The queries and clarifications are as below:

Sl.no.	Queries by prospective bidders	Clarification by HLL
1	Can the performance security deposit be in the form of a Bank Guarantee?	Performance security deposit to be made only by cash transfer to HLL.
2	It is requested to reduce the value of the performance security deposit	Will be clarified.
3	Can Bidders can form as JV or Consortium for participation in the tender	Formation of Joint Venture or Consortium is not allowed.
4	Does the scope of work of the OOA include Pre shipment activities (sea freight).	No, HLL will be responsible for the Pre shipment activities till the goods are dispatched to Brazil. However, OOA will be responsible to get the import license and other appropriate documents before shipment. Also once the shipment arrives at Brazil the OOA's responsibility will begin.
5	Does the service charges to OOA include any fixed charges?	Yes, Registration charges to Local agent is fixed as USD 5,00,000 which is Rs. 0.11 per piece. The schedule of shipment and payment will be shared with the successful bidder.
6	Who will be responsible for the quality issues during sample testing at the private warehouse?	HLL has never incurred any issues with respect to the quality of the condoms supplied to MoH till date. HLL will be responsible for the quality compliance of the product.
7	Activities at Brazil to be done in the name of Local agent or HLL	All the activities shall be done in the name of HLL.
8	Can the Import license be taken for the for entire contract	Import license has to be taken before each shipment of the contract.
9	Can the time period for realization of payment to the OOA be reduced from the current 60 days' time?	Will be clarified.
10	What will be the conversion rate for USD for comparison of financial bid	The foreign exchange rate as on the date of financial bid opening will be considered for comparison of the financial bids.
11.	Will the Health care services experience in Brazil be considered as a qualification to the minimum eligibility criteria	Yes.
11.	It is requested to extend the last date for submission of the tender document.	Will be clarified.

All other terms and conditions will be as per the tender document no. HLL/CHO/IBD/GT/2019-20/1 dated 19th June, 2019.

The following Bidders' Representatives attended the pre-bid meeting and raised queries via mail:

1. Trigenesis Life sciences pvt Ltd, Bangalore
2. Orissa Stevedores Ltd, Orissa
3. M.M. Agency
4. S2 Infotech International Ltd, Mumbai
5. Dascher India Pvt. Ltd
6. Ceva logistics India pvt Ltd
7. Comonian Tecnologia e servicos Ltda, São Paulo, Brazil.
8. Smartware international, Dubai, UAE.
9. Mequisys Solutions Private Limited