

**MINUTES OF THE MEETING FOR PRE BID MEETING OF THE LIMITED TENDER ENQUIRY  
FOR PREVENTIVE MAINTENANCE OF CIRCUIT BREAKERS & TRANSFORMERS INSTALLED IN  
SUBSTATIONS AT INTEGRATED VACCINE COMPLEX, CHENGALPATTU**

**Document No.** : HBL/IVC/ELE/PM/001/18-19 dated 18.08.2018

**Venue** : HLL Biotech Limited, Chengalpattu

**Date** : 30.08.2018

**Project** : Integrated Vaccines Complex, Chengalpattu

**Attendees** : See attached list of attendees

**Issued by** : Mr. Suresh S (DGM – Procurement)

**Issued on** : 31.08.2018

**Issued from** : HLL Biotech Limited, Chengalpattu

<b>Agenda</b>	
1.	<b>PRE BID MEETING OF THE LIMITED TENDER ENQUIRY FOR PREVENTIVE MAINTENANCE OF CIRCUIT BREAKERS &amp; TRANSFORMERS INSTALLED IN SUBSTATIONS AT INTEGRATED VACCINE COMPLEX, CHENGALPATTU</b>

**Distributions to** : All Concerned Persons of HBL  
To all the list of attendees in Pre Bid Meeting


**Clarification on Queries**

S.No	Commercial Queries	HBL's Reply
1.	Vendor enquired if NSIC/MSME vendors are exempted from payment of Tender Fee & EMD	HBL replied that vendors registered with NSIC/MSME will be exempted from Tender Fee & EMD upon submission of related documents (Valid NSIC/MSME Certificate)
2.		The following warranty clause will be included  <b>Warranty :- The successful bidder should provide service warranty for a period of 1 year from the date of completion of contract.</b>
3.	Vendor requested to share the soft copy of BOQ	HBL agreed to share the updated soft copy of BOQ as annexure I in the official website of HBL ( <a href="http://www.hllbiotech.com/tenders">www.hllbiotech.com/tenders</a> )

S.No	Technical Queries	HBL's Reply
1.	Vendor enquired about the scope of consumables such as grease, transformer oil, cotton watsse etc. to carryout the preventive maintenance of breakers and transformers.	Vendor has to taker care of the all the consumables required to conduct the preventive maintenance of breakers & tranformers except transformer oil. HBL will handover the transformer oil available at IVC to the vendor as and when required on prior notification.
2.	Vendors enquired if any part of the breaker & transformer already damaged, have to be replace by them or not.	Status of the damaged parts of the breaker & transformer to be informed to the concerned electrical HBL representative before starting the preventive maintenance activity. HBL will make necessary arrangements to replace the damaged parts.
3.	Vendors enquired about the storage of preventive maintenance equipment as well as accommodation of manpower at HBL IVC site.	Storage space for preventive maintenance equipment only will be provided by HBL on prior notice. Where as accommodation for manpower has to be arranged by the vendor at their cost.
4	Vendor enquired about the time lines for carryout the preventive maintenance work.	As per tender clause the works are to be completed with in 30 days from award of contract. Preventive maintenance schedule will be shared to the successfully qualified vendor by HBL.

Henceforth, the Pre Bid MOM has to be considered as a part of the Original Tender.

For HLL Biotech Limited

  
31/08/18

Authorized Signatory

