



Human Resource Management Department (Allotment Section)
मानव संसाधन प्रबंध विभाग (आवंटन अनुभाग)
Bhubaneswar/ भुवनेश्वर

Minutes of Pre-bid meeting – Empanelment of Car Hire Agencies for Providing Car rental services to Reserve Bank of India, Bhubaneswar

Tender No.- [RBI/Bhubaneswar Regional Office/HRMD/2/25-26/ET/912](#)

The captioned tender was published on RBI website on January 28, 2026 and the [corrigendum was published on RBI website on February 11, 2026](#). As scheduled, the Pre-Bid meeting for the captioned tender was held on February 24, 2026 at 11:00 AM in the Conference Room, 2nd Floor, Reserve Bank of India, Bhubaneswar.

The pre-bid meeting was attended by the representatives of following vendors:

Sl. No.	Name	Name of Agency
1	Shri Tushar Ranjan Acharya	Gayatri Travels
2	Shri Tapas Kumar Nayak	Unique Travels
3	Shri Suresh Chandra Kar	Swosti Travels
4	Shri Rajesh Kumar Behera	Kalyan Travels
5	Shri Narayan Rath	Trimurti Travels
6	Shri Sashi Bhusan Mohapatra	Yatra Tours & Travels
7	Shri Sanjay Kumar Das	Baikuntha Tours & Travels

On behalf of Reserve Bank of India, Bhubaneswar, the following officials were present:

- i. Shri Rahul Singh Keram, Manager, HRMD
- ii. Shri Bignya Prasad Samantaray, Assistant Manager, HRMD
- iii. Shri Alok Chandra Panigrahi, Assistant Manager, HRMD
- iv. Shri Raj Kishore Biswal, Assistant, HRMD

2. The clarifications given by the Bank vis-à-vis the queries raised by the intending bidders in the meeting are as follows:

Sl. No.	Questions raised by firm's representative	Clarification given by the Bank
i.	What will be the minimum fleet requirement of an agency for participating in the e-tender?	Intending bidders were advised to refer to the corrigendum published on RBI website on February 11, 2026 wherein it has been mentioned that, the fleet should comprise of minimum of 02 Cars in Category I & II, 2 Cars in Category III, remaining 6 Cars in any Category I-VI, in their fleet & which needs to be owned/taken on lease by the tendering firm.
ii.	What will be the maximum distance chargeable in respect of garage to point of pick-up and back to garage from drop point?	The intending bidders were advised to refer to page 64 of the tender document published on RBI website on January 28, 2026, wherein it has been mentioned that, the charges for maximum distance that can be claimed in respect of garage to point of pick-up and back to garage from drop point would be restricted to 05 Kms each side (to and fro) and bill will be paid for actual distance or 05 Kms each side (to and fro) whichever is less. This would not be applicable in the case of airport drop/pickup and railway station drop/pick up.

3. The meeting concluded with thanks to the representatives of agencies / Companies.

4. All above points are noted and agreed by the bidders.

- i. These minutes of pre-bid meeting shall form the part of tender document/Agreement.
- ii. Rest of the terms and conditions and specifications of the tender document shall continue to remain same.
- iii. The above amendments/clarifications are issued for the information for all the intending bidders.
- iv. The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/clarifications given above.

Regional Director
RBI, Bhubaneswar