



**भारतीय रिज़र्व बैंक**  
**मानव संसाधन प्रबंध विभाग, नागपुर**

**Minutes of Pre-bid Meeting of E-Tender for Installation and Maintenance of Coffee/Tea Vending Machines for supply of Coffee/Tea in the Bank's Premises at Main Office Building (MOB) and Additional Office Building (AOB) of Reserve Bank of India, Nagpur (held on 01.08.2025)**

A Pre-bid Meeting on captioned tender i.e. [RBI/Nagpur Regional Office/HRMD/1/25-26/ET/335](#), published on MSTC and on RBI Website on July 28, 2025 at 13:00 hrs, was held in Training Hall, Main Office Building, RBI Nagpur on August 1, 2025.

The following members attended the meeting.

S No.	Name of RBI Official	Designation
1.	Shri Piyush Telrandhe	Assistant General Manager
2.	Shri G B Nandanwar	Assistant General Manager
3.	Shri. Sudhakar Swamidas Vijaya Paradesi	Assistant General Manager
4.	Ms. Neelam Kadam	Assistant Manager
5.	Ms. Deepti Fulzele	Assistant Manager
6.	Shri Chandan Nagarkoti	Senior Assistant

Following agencies and their representatives participated in the meeting.

S No.	Name of Representative	Name of Agency
1.	Ms. Preeti Upadaye	M/s Ananya Enterprises
2.	Shri Saurabh Bhore	M/s Abu Advisory Services
3.	Shri Villy Jambulkar	M/s Daishin Enterprises
4.	Shri Kapil Raj Bodalkar	M/s K. Associates
5.	Shri Rahul Patil	M/s The Status food

At the outset, the participants were briefed about Bank's requirements with regards the services of coffee/tea vending machines.

2. The queries raised by the representatives and the clarification given by RBI officials are indicated as under: -

S No.	Queries Raised	Clarification
1.	How will be the settlement of bills done?	The contractor shall raise a bill for the rental charges of the machines installed, the bill of actual consumption of supplies along with minimum wages to the three staffs, as

		applicable. Bills shall be submitted on a monthly basis.
<b>2.</b>	What is the tenure of contract signed?	The contract shall be valid initially for a period of 7 months from September 01, 2025 to March 31, 2026 and thereafter shall be renewed for two years, one year at a time, subject to annual review with price escalation clause as mentioned in the tender by the Bank based on the satisfactory performance of the service provider/s.
<b>3.</b>	What will be the deployment plan for five vending machines and three semi-skilled workers?	<p>As per the tender document, five vending machines are to be installed (3 at MOB and 2 at AOB). The service timings at MOB shall be 10 am to 5:45 pm and at AOB it shall be from 7am to 2pm and from 2pm to 9pm.</p> <p>Therefore, one worker shall be deployed at MOB and two workers are required to be deployed at AOB, who shall work in shifts on all working days.</p>
<b>4.</b>	What are terms of payment of wages for staff deployed for maintenance of coffee vending machine?	The payment of minimum wages (for 3 staffs) will be reimbursed by the Bank only on actual basis on production of proof of payment as per the statutory rates. In case any statutory payment is not applicable for any vendor or labour category, the same would not be reimbursed even if the same is quoted in the price bid.
<b>5.</b>	What would be the penalty for any deficiency in service/ performance? And how it will be recovered?	If any deficiency in service/ performance is observed, the penalty may be imposed in terms of point 28 of Section II and Annexure VIII of tender document.

3. The above clarifications are issued for the information of all the intending bidders. Minutes of pre-bid meeting shall form the part of tender. Hence, it shall be signed and submitted along with the tender by the tenderers. Rest of the terms and conditions and specifications as mentioned in the tender documents shall continue to remain the same. The submission of bid by the firm shall be construed to be in conformity to the bid document and clarifications given above.

Regional Director  
Reserve Bank of India  
Nagpur