



**Minutes of the Pre-Bid Meeting – E-Tender for Empanelment of Car Hiring Agencies/  
Taxi Operators for providing vehicles to Reserve Bank of India, Panaji, Goa**

(Tender No.: [RBI/Panaji/HRMD/3/25-26/ET/1015\[Empanelment – Car Hiring\]](#))

An offline pre-bid meeting on the captioned e-tender was held at Reserve Bank of India (hereinafter referred to as 'the Bank') Panaji Office at Patto Plaza, Panaji, Goa on February 27, 2026 (Friday) at 11:00 am. The meeting was chaired by Shri M. Sivasailam, Deputy General Manager, HRMD, Panaji Office and attended by prospective bidders. The list of participants is furnished in [Annex](#).

2. Deputy General Manager, RBI Panaji Office, in his opening address, extended a warm welcome to participants and highlighted the salient features of the tender along with the expectations from the vendor(s). The following important features of the tender were highlighted:

- The tenure of the contract will be initially from April 01, 2026, to March 31, 2027, and may be further extended for a period of one year at a time for maximum two years i.e., up to March 31, 2029, subject to review and satisfactory performance of the vendor and at the same rates as quoted in the Financial Bid and terms and conditions as for the period April 01, 2026 to March 31, 2027.
- The timelines as mentioned in the Schedule of the Tender were reiterated and informed to the representatives.
- While submitting Technical Bid, no financial information should be submitted or else the Technical Bid will be disqualified.

Sr. No.	Query	Bank's Response
1.	How will the charges for Airport duty (pick-up and drop-off) be calculated?	Please refer to the paragraph 4 (iii)(g) (General Instructions and Terms and Conditions) of the Tender document.
2.	Do all bidders have to submit Earnest Money Deposit?	Yes, all bidders shall submit the Earnest Money Deposit. Please refer to paragraph 3 (General Instructions and Terms and Conditions) of the tender Document.
3.	Do all bidders have to submit Performance Bank Guarantee?	No, only the successful bidder/s will have to submit the Performance Bank Guarantee. Please refer to paragraph 3 (General Instructions and Terms and Conditions) of the tender Document.

4. Deputy General Manager, RBI Panaji, thanked all the participants and advised them to submit their bids well in advance to avoid last minute technical glitches, if any, on the MSTC portal.



**Annex**

**List of Participants Present in the Pre-bid Meeting**

Sr. No.	Name	Organisation
1.	Shri M. Sivasailam, Deputy General Manager	Reserve Bank of India
2.	Shri Pulkit Agrawal, Assistant General Manager	
3.	Shri Kartik S. Gokhale, Assistant Manager	
4.	Shri Ankit A. Gawade, Assistant	
5.	Shri Hrishikesh R. Gargatte, Assistant	

Sr. No.	Name of the Representative	Name of the agency
1.	Smt. Swati Mashelkar	M/s Philfran Travels
2.	Shri Ramiz Gawli	M/s Joey's Car Rental

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