



भारतीय रिजर्व बैंक  
केन्द्रीय स्थापना अनुभाग - मानव संसाधन प्रबंध विभाग  
मुंबई क्षेत्रीय कार्यालय

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Minutes of the Pre-bid meeting of e- Tender for supply of drugs & medicines and non-medical items to Bank's dispensaries at Mumbai & Navi Mumbai

(Event No. - [RBI/Mumbai Regional Office/HRMD/6/25-26/ET/485](#))

The pre-bid meeting of the captioned e- Tender was held on February 10, 2026, at 11:30 AM. The meeting was conducted offline at Bank's premises and was attended by nine prospective bidders. The list of participants is given in [Annex](#).

2. At the outset, all the participants were welcomed and briefly explained the various aspects of the tender process and Bank's requirements. The participants were advised to go through the tender document thoroughly before submitting the tender online and to comply with the guidelines and terms and conditions mentioned therein. The bidders were also requested not to wait till the last date for submitting the technical bids and price bids to avoid any last-minute glitches. Thereafter, she invited queries from the prospective bidders.

3. The major queries put forth by the prospective bidders and the clarification provided are tabulated below:

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| Q1. How many vendors will finally be selected for procurement of medicines? What will be the maximum procurement limit per vendor? Is the discount rate to be quoted medicine wise or uniform rate to be quoted?   | <p>Reference may be made to:</p> <p><b>Scope of Work &amp; Terms and Conditions</b> of the tender document</p>   |
| Q2. As per the Tender Document, the procurement will be done through at least three vendors, if a single vendor has quoted the highest discount rate for all medicines in the list, how will allocation be decided? Will H2 / H3 vendors be required to match H1 discount? | <p>The Bank reserves the right to allocate, split, or reallocate quantities and dispensaries among multiple vendors based on its internal assessment, service capability, and operational requirements. The Bank may also, at its discretion, ask H2/H3 or other qualified vendors to match the H1 discount for supply of specific medicines. Allocation need not be equal among vendors.</p> <p>Reference may be made to:</p> |



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|   | <p><b>Scope of Work &amp; Terms and Conditions,</b><br/><b>Appointment of Chemists, and</b><br/><b>Applicability of Best Prices</b> of the tender document</p>   |
| Q3. Is there a possibility of revision of the medicine list during the contract period?   | The revised indicative list of medicine is issued through issuance of corrigendum by the Bank. Reference may be made to the corrigendum dated February 12, 2026.   |
| Q4. How many dispensaries are covered under the contract? What is the expected delivery timeline?   | Reference may be made to<br><br><b>Scope of Work &amp; Terms and Conditions</b> and<br><br><b>Annexure IX - Details of RBI Dispensaries</b> of the tender document   |
| Q5. What is the minimum shelf life required at the time of supply? Will near-expiry medicines be returned? Will credit notes be issued for returned medicines? When will vendors be informed about near-expiry stock? | Reference may be made to<br><br><b>Scope of Work &amp; Terms and Conditions,</b><br><b>Appointment of Chemists, and</b><br><br><b>Applicability of Best Prices</b> of the tender document  |
| Q6. Is substitution of specific brands of medicines during the contract id allowed? What if a manufacturer discontinues a brand during the contract?  | Brand substitution is not permitted for indented specific brands unless expressly approved by the Bank's medical authorities. If a manufacturer discontinues a brand or a molecule becomes obsolete during the contract period, the vendor must inform the Bank in advance with appropriate documentation from the manufacturer. The matter will be examined by the Bank's doctors, who will decide on substitution, replacement, or deletion of the item. |
| Q7. How frequently can bills be raised? What is the expected payment timeline? Is interest payable for delayed payment?   | Authorized chemists shall raise bills on a quarterly basis. Payments are normally arranged within 30 days from the date of presentation of complete bills. No interest or damages shall be payable by the Bank for any delay in payment.<br><br>Reference may be made to:<br><br><b>Scope of Work &amp; Terms and Conditions Payment</b> of the tender document  |
| Q8. As per NIT, EMD of ₹34 Lakhs is required through RTGS. Considering the substantial amount involved, whether submission through  | EMD shall not be accepted in any other form. Bids without EMD shall not be considered and will be rejected<br><br>Reference may be made to:<br><br><b>Security Deposits / Earnest Money Deposit</b> of the   |



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| E-Bank Guarantee may kindly be permitted.  | tender document   |
| Q.10 The NIT specifies a minimum remaining shelf life of 18 months. However, certain medicines have total expiry periods of 18 months, and supply chain transit time further affects availability. Considering this whether it is acceptable that the condition of remaining shelf life may kindly be considered in the range of 12–18 months, depending upon product category.  | Reference may be made to:<br><b>Scope of Work &amp; Terms and Conditions / Life period of medicines supplied</b> of the tender document and no dilution of the condition would be made in this regard.  |
| Q 11. If a bidder becomes L1 for products cumulatively exceeding ₹6–7 Crores, how will the selection of products be decided for allocation within the ₹6 Crore limit?<br><br>Will the distribution be done product-wise or quantity-wise? In case a particular product where L1 has quoted the highest discount is transferred to L2 due to contract value limitation:<br><br>Will L2 be required to match the L1 rate? If L2 refuses to match the L1 rate, will the product be allotted back to L1 irrespective of contract value limitation? | Quoting and evaluation shall be medicine-wise. Accordingly, allocation shall also be done medicine-wise, subject to the overall annual cap of ₹6 Crore per vendor.<br><br>In case L1 value exceeds ₹6 Crore:<br><br>Allocation will be restricted to ₹6 Crore. The Bank reserves the right to distribute the remaining medicines among other eligible bidders as per procurement terms and conditions.<br><br>Where allocation is considered to the next eligible bidder due to the cap limitation, the Bank may seek matching of L1 rates as per standard procurement practice. In case of non-acceptance, further action will be taken as deemed appropriate by the Bank. |

4. It was further clarified that once the bid is closed, it cannot be reopened. Vendors waiting beyond the stipulated timeline will not be considered. No further extension beyond the revised date will be granted. The above clarifications are issued for the information of intending bidders.

5. The meeting concluded with vote of thanks to the participants.



**Annex**

**List of Participants**

| <b>Name &amp; Designation of RBI Officials</b>           |                               |   |
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| <b>Sl. No</b>  | <b>Name</b>                   | <b>Designation</b>                      |
| 1  | Shri Biswajit Das             | Manager                                 |
| 2  | Smt. Shraddha Sontakke        | Manager                                 |
| <b>Name of Prospective Bidders &amp; Representatives</b> |                               |   |
| <b>Sl. No.</b>   | <b>Name of Firm / Company</b> | <b>Name of Representative</b>           |
| 1  | Rasiklal Mansukhlal & Company | Shri Sairaj Jain<br>Ms. Bhanupriya Jain |
| 2  | Fair Price Ltd.               | Shri Krunal Patel                       |
| 3  | Doshi Hospicare               | Shri Vijay S. Mane                      |
| 4  | Span Enterprises              | Shri Balakrishna Shetty                 |
| 5  | Keps Pharma                   | Shri Kunal Thakkar                      |
| 6  | K. Enterprises                | Shri Kiran P. Madaye                    |
| 7  | Torrent Pharma                | Bipin B. Yadav                          |
| 8  | Mitrasen Medicare             | Shri Jitesh Jain                        |
| 9  | Suparibaugh MSG sangh Ltd.    | Shri Chandrashekhar P.                  |