



**भारतीय रिज़र्व बैंक / Reserve Bank of India**  
**मानव संसाधन प्रबंध विभाग / Human Resource Management Department**  
**आंध्रप्रदेश क्षेत्रीय कार्यालय / Andhra Pradesh Regional Office**

**E-Tender for Providing Catering Services and Maintenance of Officers' Lounge and Dining Room (OLDR) and Staff Canteen at Reserve Bank of India, Andhra Pradesh (Vijayawada) – MINUTES OF THE PRE-BID MEETING**

**E-Tender No - [RBI/Andhra Pradesh Regional Office/Others/6/25-26/ET/773](#)**

In line with E-tender No – RBI/Andhra Pradesh Regional Office/Others/6/25-26/ET/773 dated December 31, 2025, a pre-bid meeting was held on January 07, 2026, at 11.00 AM in Tungabhadra Conference Room, 1<sup>st</sup> Floor, APRO, Vijayawada.

2. The list of participants from the Bank and vendors attended the meeting is given below:

A) Bank Officials –

Sr. No	Name	Designation
1	Shri Krishna Kumar S	DGM
2	Smt. Roopa V C	AGM
3	Shri Jayanth Miriyala	Assistant Manager
4	Shri Nitesh Taksande	Assistant Manager

B) Vendor Representative –

Sr. No	Name of Vendor	Name of Representative
1	M/s Sri Saikrupa Catering & Maintenance Service	Shri L R Prasad
2	M/s Bhoomi Organics	Shri Raghuram Magdari

3. The details of the queries raised by the vendors and the Bank's clarification/ comments are given below –

Sr. No	Query	Clarification/ Comment
	Does the Bank guarantee a minimum consumption of food items as specified in the tender?	<p>No.</p> <p>As explicitly stated in the tender document, the consumption figures provided are indicative only and do not constitute any guaranteed minimum consumption by the Bank.</p> <p>Further, the contractor shall be provided with one day's prior notice regarding the quantity of lunches required for the following day.</p> <p>Refer to Part-II of the tender document.</p>



	Should the financial/price bid quotations be inclusive of GST?	No. As stipulated in the tender document, all quotations must be submitted exclusive of GST.  Refer to Part-II of the tender document.
	Whether the manpower to be provided by the Contractor shall be exclusively dedicated to the Reserve Bank of India (RBI)	Yes. The Contractor shall deploy personnel in the requisite numbers, as specified in the Tender Document, exclusively for the service of the Reserve Bank of India (RBI). Refer to Part-I, Section-V of the tender document.
	Will RBI provide additional manpower for food service in the Lounge?	No. The manpower requirements outlined in the tender document explicitly include support staff, which encompasses waiters. No additional personnel will be provided by RBI for this purpose.
	What is the frequency of menu rotation for breakfast and lunch?	The menu shall be revised on a weekly basis to ensure variety and adherence to dietary preferences.
	What are the modes of payment by Bank staff for meals?	Bank staff may settle payments through Sodexo/Pluxee cards, online payment gateways, or cash. The vendor shall ensure the provision of requisite electronic payment infrastructure, including POS terminals and card swipe machines compatible with Sodexo/Pluxee.  For lunch services: • A portion of the payment shall be settled individually by the officers at the time of service. • The remaining balance shall be remitted by the Bank to the vendor on a monthly basis, as per the agreed terms.  Refer to Part-I, Section-VI of the tender document.

The above-mentioned clarifications are issued for information of all the intending tenderers. Minutes of the pre-bid meeting shall form part of the tender. The submission of bid by the tenderer shall be construed to be in conformity to the bid document and clarifications given above.