



**Reserve Bank of India
Andhra Pradesh Regional Office
Hyderabad**

Minutes of Pre-Bid Meeting - Integrated Facility Management Services for Office Building, Reserve Bank of India, Vijayawada

e-Tender No: [RBI/Andhra Pradesh Regional Office/Others/3/25-26/ET/124](#)

As per the schedule, the pre-bid meeting for the captioned tender was conducted at 4.00 pm on May 29, 2025 at Reserve Bank of India, Andhra Pradesh Regional Office, Stalin Central, 27-37-158, 27-46-2, 2/1, 2/2 & 27-45-5/3, M.G. Road, Governor Pet, Vijayawada-520002.

2. The Representatives from the following firms participated in the pre-bid meeting:

- (i) M/s Max Detective and Guarding Services (P) Ltd;
- (ii) M/s A1 Facility and Property Managers Pvt Ltd;
- (iii) M/s Firstman Management Services; and
- (iii) M/s Panorama Enterprises.

3. All the major terms and conditions were explained to the firms in detail. The representatives from the various firms were subsequently taken on a site visit to provide them with a clear understanding of the scope of work. All the queries raised by the participants during the meeting were clarified up to their satisfaction.

4. The following queries were raised by the firms during the pre-bid meeting and the clarifications furnished by the Bank are as under:

S. No.	Queries/Proposals	Clarifications furnished by the Bank
1.	The time allotted for remitting the Earnest Money Deposit (EMD) through NEFT to the account of RBI, AP RO, has been mentioned as one day before the final date for submission of the bid.	Yes, as specified in the clause 7 of Schedule of Tender in Page No. 4 of the tender document, the EMD amount of ₹ 1,04,414.00 (Rupees One lakh four thousand four hundred fourteen only) needs to be remitted to Reserve Bank of India Account through NEFT on or before 14:00 hrs of June 04, 2025.



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2.	Kindly confirm whether the firms registered under MSME Act 2006 are eligible for exemption in remittance of amount in lieu of Earnest Money Deposit.	It was clarified that, MSMEs registered firms also needs to remit the EMD amount of ₹ 1,04,414.00 (Rupees One lakh four thousand four hundred fourteen only) before the scheduled deadline as specified in Clause 7 of Schedule of Tender of the tender document.
3.	Kindly confirm whether the minimum wages are to be followed as per Central / State regulations.	It was clarified that, the tenderer must ensure to pay minimum wages to the staff under each category, in accordance with the Central/State Minimum Wages (whichever is higher) stipulated for each category.
4.	The bidder requested the Bank to clarify on the discount rate to be offered on supply of cleaning materials to the Bank.	The necessary clarification as mentioned in the tender document has been provided for better understanding of the bidders i.e., the discount quoted by the Tenderer will be applied on an amount of ₹2.50 lakh (estimated procurement during the period June 25, 2025 to March 31, 2026) and the amount arrived at will be considered as the amount quoted for supply of cleaning materials. The said amount will also be considered for arriving at Least Tenderer L1 for the entire IFMS services. The Bank will only pay the labelled MRP less discount quoted thereon as per your offer.
5.	Kindly clarify how the retention money deposit is deducted from the bills.	It was clarified that, the Retention Money @ 5% of the total monthly invoice amount will be recovered in the bill, till the total recovery amounts to 5% of the contract value as stipulated in the tender document.



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5. Further, the following conditions outlined in the tender document were reiterated for better understanding of the bidders:

(i) The workers engaged by the successful tenderer for various works under the contract have to necessarily undergo the medical examinations prescribed by the Bank and submit necessary medical examination reports to the Bank in proof of medical fitness. Further, the successful tenderer must ensure that all Security Guards and Catering Staff undergo medical examination annually and submit the necessary medical examination reports to the Bank. The Bank may specify the necessary medical tests to be undergone by the staff and the expenses incurred towards the same have to be borne by the tenderer.

(ii) The successful tenderer must ensure that, the police verification certificates issued by local police authorities about identity records of the workmen engaged by him are submitted to the Bank within 60 days of awarding the contract. The Police verification certificates must also be submitted, in case of any change of deployed manpower without any lapses.

(iii) The Contractor shall take necessary insurance covers (Workmen Compensation Policy, Tenderer's All Risk Policy and Third Party/ Public Liability insurance) with an Insurance Company approved by the Bank, a policy of Insurance in the joint names of the Bank and the Contractor (name of the former being placed first in the policy) against such risks and deposit such policy or policies before commencement of the works. The Minimum cover under (Workmen Compensation Policy) shall be to the extent of wages paid to 70 the workman deployed for the fulfilment of the contract. The minimum cover under third party/ public liability shall be for a minimum of ₹5.00 lakh per person for any one accident or occurrence and ₹10.00 lakh in respect of damage to property for any one accident or occurrence.

(iv) Payment will be made on a monthly basis as per actual deployment subject to periodic verification by the Officials of the Bank. Payment will be done only after submission of the documents listed at clause 49 of Section-III of General instructions to the Tenderers and Special Conditions in page No. 21 of the tender document. The bills submitted without the above-mentioned documents shall not be processed for payment and returned.

(v) As per clause 63 at Section-III of General instructions to the Tenderers and Special Conditions in page No. 23 of the tender document "The Reserve Bank of India, Andhra Pradesh Regional Office reserves the right to increase or decrease the number of workers to be engaged by the successful tenderer according to the requirement of the Bank with 15 days prior notice. The same



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will be compensated on the same agreed terms and conditions. Each shift shall not be more than eight hours per day which shall strictly be followed”.

6. Shri Suryakumar Arunkumar Balla, AGM concluded the meeting with vote of thanks.

Please note:

- (i) This document (minutes of the Pre-Bid Meeting) shall form a part of the tender;
- (ii) Rest of the terms and conditions and specifications of the bid document shall continue to remain unchanged;
- (iii) The above amendments / clarifications are issued for the information of 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.



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Annexure-I

List of Participants

Reserve Bank of India

S.No	Name (Shri)	Designation
1.	Suryakumar Arunkumar Balla	Assistant General Manager
2.	S Raja Sekhar Reddy	Assistant Manager

Representatives of Organizations/firms

S.No	Name (Shri / Ms)	Organization / Firm
1.	M Anjaneya Prasad	M/s Max Detective and Guarding Service (P) Ltd;
2.	V Kalyani	M/s Max Detective and Guarding Service (P) Ltd;
3.	M. Dayakar	M/s A1 Facility and Property Managers Pvt Ltd
4.	P. Srinivas	M/s Firstman Management Services
5.	Ch. Ashish Nag	M/s Panorama Enterprises.

Regional Director
Reserve Bank of India
Andhra Pradesh Regional Office
Hyderabad