



भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA

**मानव संसाधन प्रबन्ध विभाग / HUMAN RESOURCE MANAGEMENT DEPARTMENT
हैदराबाद / HYDERABAD**

Minutes of Pre Bid Meeting- e-Tender for Installation of fresh milk/coffee/tea vending machines and supply of manpower for maintenance of the vending machines in Bank's premises.

The Pre-bid meeting of the captioned tender ([RBI / Hyderabad Regional Office / HRMD / 2 / 24-25 / ET / 715](#)) was conducted on January 29, 2025 at 11:00 hrs at Reserve Bank of India, Hyderabad, Main Office Building through offline mode. The list of participants are given below

List of Participants		
S. No.	Name of the RBI officials	Designation
i.	Shri Anil Kumar Mathanker	Assistant General Manager
ii.	Shri Amol Wadhonkar	Assistant Manager

S. No.	Name of the firm / company	Name of the Representative (Shri/Smt/Ms)
i.	True Value Marketing Pvt. Ltd.	Rajeshwar and P Mallesh
ii.	Godrej	R Aswin, K Govind Rao and T Mohan
iii.	Chaipoint	T Monika Surya
iv.	Café Coffee Day	Rani

2. At the outset, participants were welcomed to the meeting and the scope of work and salient features along with important instructions of the tender document were briefed to them. All participants were requested to seek clarifications, if any. The following queries/doubts were clarified during the meeting:

S.NO	Query	Clarification furnished by RBI Officials
i.	Scope of work for Manpower deployed by vendor at RBI, Hyderabad?	Manpower deployed by the contractor at the Bank are only restricted to maintaining the Tea/Coffee vending machines and related activities like refilling the raw materials, cleaning of machines etc. They will not be required to cater Tea/Coffee services to the employees of the Bank at their respective desks.
ii.	What is the mode of submission of EMD ?	EMD shall be accepted only through electronic mode of transfer like NEFT, etc.
iii.	What types of other cost should be included in Financial Bid?	Vendor should quote the price after due consideration of wages provided to employees, cost of raw materials, disposable cups, sugar, replacement of machines, etc.

3. The meeting ended with vote of thanks to all the participants.

**The Regional Director
Reserve Bank of India, Hyderabad**