



**Estate Department**  
**Reserve Bank of India, Thiruvananthapuram**

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**Minutes of Pre-Bid Meeting – Renovation of B-13 at Bank’s Staff Quarters Thamalam**

Pre-bid meeting for the [captioned tender](#) was conducted as per the schedule on May 05, 2025 at 03:00 PM in Estate Conference room at 2<sup>nd</sup> floor of the Main office building. List of participants are as indicated below:

**(a) List of Bank’s Officials who attended the meeting**

1	Shri. Santhosh Kumar P S	Manager (Tech-Civil)
2	Shri. D Bharath Kumar	Assistant Manager
3	Smt. Jissa Susan Jacob	Assistant(JE-Civil)
4	Shri. Saran Chandran	Assistant

**(b) List of Contractors’ representatives who attended the meeting**

SI No	Name of the Representative	Name of the firm
1	Vinod G Nair	Phoenix Facility Management Services
2	Sumesh S	Sumesh S
3	Anilkumar B	Anilkumar B
4	Sujith Lal	Sujith Lal

2. The meeting was chaired by Shri. Santhosh Kumar P S, Manager(Tech-Civil), Estate Department. Manager (Tech-Civil) welcomed the participants to the meeting and explained the general terms and conditions such as pre-qualification criteria, RMD, Agreements, Insurances etc., in detail.

3. Shri. Santhosh Kumar PS, Manager (Tech-Civil), also explained in detail the technicalities involved in the work and item wise clarification of schedule of quantity.

4. Subsequently, queries, if any, were invited from the participants regarding the captioned tender. The details of the queries raised by the Contractors and clarifications of the Bank are tabulated below:



Sl. No.	Query	Bank's Clarification
a	Time of Completion of work	It was informed that the time of completion of work is 7 weeks from the 10 <sup>th</sup> day of date of issue of work order and accordingly contractors have to plan the work by mobilizing labour & materials. The vendors were informed to adhere to the timelines provided in the tender document.
b	Whether site can be visited	It was informed that the work site is at 1 <sup>st</sup> floor of B- Block at Bank's Quarters Thamalam and the contractors can visit the site after informing the caretaker and further advised that bidding for the tender shall be done, preferably, after visiting the site once.
c	Timeline regarding settling of bills	It was informed that the bill will be settled within a maximum of 45 days on date of acceptance of proper invoice by the bank.
d	Whether any flexible timings to carry out the work, such as early starting and late night working, shall be provided to complete the work within the schedule time.	It was informed that flexible time for working at quarters to complete the work shall be provided upon request.
e	Whether the debris from the site should be cleared by the contractor	It was informed that the complete debris as part of the renovation works shall be cleared from the quarters by the contractor itself.

5. Contractors were apprised that bidding shall be done by the contractors upon having a site visit to avoid non-workable bidding. Further, they were advised that the bidding shall be entered by downloading the excel sheet uploaded by Reserve Bank in the MSTC portal. The item wise-rates should be entered excluding GST.

6. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting along with details indicated in the Tender document shall form part of the Tender/Contract.



7. The meeting concluded at 04:00 PM.

**Regional Director  
(Kerala and Lakshadweep)**