



संपदा विभाग/Estate Department
भारतीय रिज़र्व बैंक /Reserve Bank of India,
तिरुवनंतपुरम/Thiruvananthapuram

Minutes of Pre-Bid Meeting – Tender for providing alternate entry/ exit gate arrangement near Banking Hall at Main Office Premise, Bakery Junction, Thiruvananthapuram

Pre-bid meeting for the [captioned work](#) was conducted as per the schedule indicated in Notice Inviting Tender (NIT) on June 19, 2025 at 11:00 AM at Estate conference room in 2nd floor of Main office building. List of participants is indicated below:

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

1	Shri. Shaji Krishnan K	Assistant General Manager
2	Shri. Santhosh Kumar P S	Manager (Tech-Civil)
3	Shri. D Bharath Kumar	Assistant Manager
4	Shri. Abhishikth R Varma	Assistant
5	Shri. Vaishnav Unnikrishnan	Assistant

(b) List of Contractors' representatives who attended the meeting

SI No	Name of the Representative	Name of the firm
1	Jayachandran G	Proprietor (M/s Jayachandran G)

2. Shri. Santhosh Kumar P S Manager (Tech-Civil) welcomed the participants to the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender. The details of queries raised by the Contractor and clarifications / comments of the Bank are tabulated below:

Sl. No.	Points of discussion	Bank's Clarifications
a	Time of completion of work	It was informed that time of completion of work is 8 weeks from 10 th day of issue of work order and provision for extension is available, subject to Bank's discretion.
b	Erection of temporary barricade along the boundary line	It was clarified from the Bank's side that temporary barricade shall be erected along the boundary line using metal sheets and props at contractor's



		expense, throughout the work period to avoid any trespassing to Bank's premise.
c	Dismantling of existing cement concrete pavement.	It was clarified by the Bank that item no. 2 in the tender is for careful dismantling of the existing cement concrete pavement wherever required to any depth to construct new foundation, basement, open drain, driveway levelling etc.
d	Last date of quotation	It was clarified by the Bank that the last date of submission of e- tender in MSTC portal is June 30, 2025. However, the vendors are requested to submit the tenders well in advance to avoid any last minute hitches.

3. 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.

4. The meeting concluded at 11:30 am.

**Regional Director
(Kerala and Lakshadweep)**