



बेटी बचाओ
बेटी पढ़ाओ

Reserve Bank of India / भारतीय रिज़र्व बैंक
Nagpur / नागपुर
Estate Department / संपदा विभाग

Integrated Facility Management Services (IFMS) for Maintenance of Bank's Office and Residential Premises at Nagpur – Minutes of the Pre-bid meeting

The pre-bid meeting for the [captioned work](#) was conducted by Estate Department, at Training Hall, Main Office Building on **May 30, 2025** at **11:00 AM** in presence of the following:

For Reserve Bank of India:

1. Shri. B Kamal Nayak, Assistant General Manager (Estate)
2. Shri. Gyan Prakash Sharma, Manager (Tech-Civil)
3. Shri. Abhirup Choudhari, Assistant Manager (Tech-Civil)
4. Shri. Yogesh Gupta, Assistant Manager (Tech-Civil)
5. Shri. R K Khandelwal, Assistant Manager (Tech-Electrical)
6. Shri. Shivdas Rathod, Assistant Manager (Estate)
7. Shri. Satyam Nayak, Junior Engineer (Tech-Electrical)
8. Shri. Saket Puttewar, Junior Engineer (Tech-Civil)
9. Shri. Tushar Dhurvey, Assistant (Estate)
10. Shri. Sunny Sahni, Assistant (Estate)
11. Shri. Ishan Jamjare, Assistant (Estate)

Tenderers:

1. Shri. Nirbhay Chandel from M/s Swastik Electrotech
2. Shri. Satish Deshmukh from M/s Firtman Management Services Pvt Ltd
3. Sohail Khan from M/s M K Enterprises

Gist of the queries raised by the prospective bidders and Bank's clarification on the same is as follows:

Sr. No.	Query	Clarification
1	Page No. 15 Worker category not mentioned please clarify.	Kindly refer tender document for clarification.
2	Page No. 15 Carpenter & Plumber Experience License holder mentioned in tender but we will provide only experience holder. Please change condition.	Electricians should be experienced and licensed. Experience holder Carpenter/Plumber will be considered by the Bank.
3	Integrated Facility Management Services (IFMS) & Facility Management Services what is the different please clarify.	Facility Management Services is limited to individual services while Integrated Facility Management Services includes all types of routine,



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		preventive, periodical, corrective and break down maintenance works related to Plumbing, Carpentry and Electrical.																
4	All workers local police verification mentioned in tender. It's not possible please clarify.	Local police verification of all workers deployed in the premises is compulsory as per tender condition.																
5	Page No. 20 Point (f) Payment for material replaced only shall be made separately, based on the tax invoice and delivery challan. On cost of the material overhead and profit % (quoted by the vendor) + GST on profit shall also be payable. Please clarify the profit of Percentage.	Payment for material replaced as per point (f) will be made separately with upto 15% profit percentage subject to the approval of concerned Engineer-in-Charge.																
6	Page No. 21 Points 5 The necessary scaffolding arrangement shall be made by the contractor himself. Please clarify yearly requirement.	Movable Scaffolding arrangement shall be provided by the contractor at the premises for routine works.																
7	Cementing of joints of various drainages lines, gaps between wash basins, sinks and the walls, pointing of joints of tiles of floors and dados, cementing of loose tiles, floors, and dados, including re-fixing the same with white cement and matching pigment. It is not possible for mason works please clarify.	Minor mason works has to be done by contractor as per tender conditions. Separate work order will be issued for any major works.																
8	Page No. 23 Cleaning Drains, Chamber, Manholes, Sewer Line, cleaning Terrance, Common areas etc. please clarify Qty and R. Meter	<div>Contractor has been advised to do inspection of site for actual quantity of sanitary installations. Contractor can consider the below Built Up Area per building for reference:</div> <table><tr><td>Property</td><td>Built Up Area (in sq ft)</td></tr><tr><td>MOB and Annex Building</td><td>1,64,594</td></tr><tr><td>AOB and Sports Complex</td><td>1,29,530</td></tr><tr><td>Madhuban Apartment</td><td>16,687</td></tr><tr><td>BTOQ</td><td>48,445</td></tr><tr><td>ALSQ</td><td>94,257</td></tr><tr><td>ARSQ</td><td>93,402</td></tr><tr><td>TRSQ</td><td>94,960</td></tr></table>	Property	Built Up Area (in sq ft)	MOB and Annex Building	1,64,594	AOB and Sports Complex	1,29,530	Madhuban Apartment	16,687	BTOQ	48,445	ALSQ	94,257	ARSQ	93,402	TRSQ	94,960
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9	Page No. 24 (b) Carpenter repairing & replacement any work no extra cost & additional manpower not extra cost. It is not possible please clarify.	Minor carpentry works has to be done by contractor as per tender conditions. Separate work order will be issued for any major works.
10	Page No. 54 Electronic equipment TV, AC, Geyser etc. any fault repairing cost paid by bank please clarify.	Contractor has to do the liasoning work for repair of electronic equipment. The repairing cost will be paid separately with upto 15% profit percentage subject to the approval of concerned Engineer-in-Charge.
11	Page No. 54 Clause 13 B Liability of contractor loss & damage shall not exceed 10% Contract price please clarify.	As per the clause 13 (b) of the tender, the liability of contractor on account of loss or damage suffered by Employer shall not exceed 10% of the Contract price of the work.
12	Page No 62 clause 24 Royalties license fees etc pay by the contractor mentioned in this tender please clarify.	Contractor has to pay for any article or services utilized for carrying out the work as per tender.
13	Supply of material profit percentage not mentioned in this tender please clarify.	Payment for supply of material will be made separately with upto 15% profit percentage subject to the approval of concerned Engineer-in-Charge.
14	Page No. 83 Labour wages mentioned in old rate and now labour wages changed from 01/04/2025 please consider new labour wages.	As per Page No. 83 in tender document, labour wages are subject to change as per the Gol order on Minimum Wages.
15	What is the value of stamp paper and stamp duty for execution of documents mentioned in the tender?	The documents should be executed on the stamp paper of minimum Rs. 500. The stamp duty will be applicable as per Maharashtra Stamp Act, 1958 (MS Act).
16	Whether the old AMC staff working in the Bank should be retained?	Contractor should decide on the retention of old staff.
17	Is there any EMD exemption for the tender?	EMD is exempted to MSME vendors for works estimated to cost upto Rs. 10 lakhs. As the estimated cost is Rs. 274 lakhs, there will be no EMD exemption.



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18	Can we submit solvency certificate issued before the floating date of tender?	Contractor has to furnish the fresh solvency certificate of minimum Rs. 274 lakhs after the floating date.
19	Is there any exemption for prior work executed in any one field (electrical, carpentry and plumbing)?	As per pre-qualification criteria in tender document, the contractor must have successfully executed work in all three fields including electrical, plumbing and carpentry during last five years.
20	Can we make EMD submission through Irrevocable bank Guarantee?	EMD submission can be done through Irrevocable bank Guarantee as per tender.
21	Whether to submit the required documents physically and is the quote inclusive of GST?	The vendor has to submit all documents on MSTC portal. The quote amount is inclusive of GST.

In addition to the above queries, following miscellaneous topics were discussed with the prospective bidders:

1. Contractors have been advised to do inspection of all properties.
2. The contractor shall provide tool box and machinery required for preventive maintenance. The staff deployed at site shall be provided with uniform and safety shoes.
3. Separate bills must be submitted for each type of work (electrical, plumbing, carpentry) and for each property category (office and residential) to ensure clear segregation for accounting purposes.
4. Contractor has to do the liasoning work with external agencies as per requirement during the maintenance work.
5. Biometric attendance is preferable to record the attendance of staff at the premises.
6. Contractor may implement Mygate or any equivalent Complaint Management System application at later stages of the contract. The cost for the implementation of the same will be reimbursed by the Bank.