



संपदा विभाग/ Estate Department

भारतीय रिज़र्व बैंक, तिरुवनंतपुरम

Reserve Bank of India, Thiruvananthapuram

Minutes of Pre-Bid Meeting – Tender for renovation of Claims section at ground floor of Bank’s Main Office building, Thiruvananthapuram

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

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

SI No	Name of the Representative	Name of the firm
1	Anil Kumar B	Proprietor (M/s Anil Kumar B)

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.	Query	Bank’s Clarification
1	Location of work	It was informed that the proposed site of work is located at the ground floor of Office building, which is termed as “Security area” as per Bank’s guidelines. Hence movement of men and materials to the site shall be strictly as per Bank’s security rules and access is given via entry passes issued in advance.
2	Time of completion of work	It was informed that time of completion of work is 9 weeks from 10 th day of issue of work order and provision for extension is available, subject to Bank’s discretion.



3	Format for Performance Bank Guarantee to be submitted after award of work	It was clarified from the Bank's side that the format for performance Bank guarantee to be submitted is available in Tender document.
4	Scope of working on Saturdays and Sundays	It was informed that work can take up on Saturdays and Sundays obtaining prior entry passes for workers and materials from the Bank.
5	Whether working overnight is possible	It was clarified by the Bank that due to security concerns overnight working may not be possible, however, work can take up on extended hours even up to 10:00 PM, if necessary, subject to prior permission from the Bank.

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 12:00 pm.

**Regional Director
(Kerala and Lakshadweep)**