



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

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**Minutes of Pre-Bid Meeting – Tender for Annual Maintenance Contract for Plumbing and Sanitary works/installations in Bank’s Main Office Premise, Thiruvananthapuram**

Pre-bid meeting for the [captioned tender](#) was conducted as per the schedule on March 24, 2025 at 11:30 AM in Conference Hall 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. Shaji Krishnan K	Assistant General Manager
2	Shri. Santhosh Kumar P S	Manager (Tech-Civil)
3	Shri. M Muthuraja	Assistant Manager
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	Shri. Girish S	Baby Constructions
2	Shri. Sreejith J	Drishti Infrastructure
3	Shri. Anilkumar B	Anilkumar B
4	Shri. Pradeep VK	EC Silutions
5	Shri. Sujithlal	Sujithlal

2. The meeting was chaired by Shri. Shaji Krishnan K, Assistant General Manager, Estate Department. Shri. Shaji Krishnan K, Assistant General Manager welcomed the participants to the meeting. Shri. Santhosh Kumar P S, Manager (Tech-Civil), explained in detail the following in connection with the work:

- a) Site detail and area of work
- b) Scope of work
- c) Manpower details such as number of labourers, required skill, discipline at site etc., as stipulated in tender document.
- d) Details of material supply
- e) Working hours, number of duties, weekly-offs and holidays



3. The following general terms & conditions of the tender were explained by AGM, Estate Department:

- a) The details of fixed portion & variable portion of rates as mentioned in price-bid
- b) Fixed portion of wages is fixed at minimum wages as applicable as on last revision i.e. as on October 01, 2024. Vendors were informed that the same shall be revised as and when the wage revision declared by CLC (C). Bidders were advised to refer Para 23,24 & 25 of Section – B, General Instructions to tenderers, in this regard.
- c) Fixed portion of EPFO/ESIC/Bonus for the successful bidder shall be included in the contract value as applicable to the successful bidder.
- d) Variable portion of the price bid shall be quoted by the bidders as lump sum (for 12 months), as per the break-up provided in Annexure-IV of the tender document.
- e) The details of Insurances to be submitted.

4. Further, Contractors were apprised that the tender should be uploaded well before the last date of bidding to avoid any last minute errors/rush. While quoting the tender, the item wise-rates should be entered excluding GST. Further, issues, if any, faced by the tenderers, at the time of bidding, may be taken up with the following officials of MSTC portal

- i. Shri Ganesa Murthy – 09176616410 and
- ii. Shri Santosh Rajendran - 08884600700

5. No specific queries/clarifications were raised by the contractors, as all the technical/general terms and details were explained in detail by the department.

6. The meeting concluded at 11:45 AM.

**Regional Director  
(Kerala and Lakshadweep)**