



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग, नागपुर

Minutes of Pre-bid Meeting of E-Tender for providing Catering Services and Maintenance of Staff Canteen at Main Office Building (MOB) and Additional Office Building (AOB) of Reserve Bank of India, Nagpur (held on 21.03.2025)

A Pre-bid Meeting on captioned tender i.e. [RBI/Nagpur Regional Office/HRMD/2/24-25/ET/958](#), published on MSTC and on RBI Website on February 21, 2025 at 13:00 hrs, was held in Training Hall, Main Office Building, RBI Nagpur on March 21, 2025.

The following members attended the meeting.

S No.	Name of RBI Official	Designation
1.	Shri Piyush Telrandhe	Assistant General Manger
2.	Shri G B Nandanwar	Assistant General Manger
3.	Shri Vivek Munishwar	Manager
4.	Ms. Neelam Kadam	Assistant Manager
5.	Shri Chandan Nagarkoti	Senior Assistant

Following agencies and their representatives participated in the meeting.

S No.	Name of Representative	Name of Agency
1.	Shri Kaustubh G Jadhav	M/s Gajanan Hospitality
2.	Shri Aslam Sheikh	M/s Maazda Caterers
3.	Shri S L Kavi	M/s Anchal Group
4.	Shri Ramesh	M/s New Era Caterers
5.	Shri Shrikant Ghiya	M/s Shraddha Caterers
6.	Shri Ratan Ghiya	M/s Sai Caterers

At the outset, the participants were briefed over the evaluation criteria for arrival of L1 mentioned in the tender document. It was clarified during the meeting that a two-stage procedure will be adopted in evaluating the bids as explained in Pg no 21-26 of the tender document. Thus, it was made clear, that L1 will be arrived by manual calculation as per the defined Evaluation Criteria mentioned in the tender document.

2. The queries raised by the representatives and the clarification given by RBI officials are indicated as under: -

S No.	Queries Raised	Clarification
1.	Is there a minimum technical	Yes. Only tenderers scoring minimum of 60%

	score requirement for further consideration in Financial Bid?	marks (i.e., 60 marks out of total 100 marks as per the table given in tender document) in technical bid shall be considered for further evaluation in the financial bid.
2.	Is non-attendance at the pre-bid meeting a cause of disqualification, for participation in E-tendering?	No. Non-attendance at the pre-Bid meeting will not be a cause for disqualification for participation in E-tendering
3.	What are the terms of payment of wages to the workers deployed in canteen?	Minimum wages for 14 staff deployed by the contractor (Skilled -2, semi-skilled-3 and unskilled-9) shall be reimbursed by the Bank upon submission of bills and proof of payment. Calculation is detailed in Annexure XI of tender document.
4.	Will RBI pay for the wages for any additional staff if deployed by the contractor?	No. Cost of any additional staff deployed shall be borne by the contractor.
5.	Is Bonus included in the wages paid by RBI?	No. Bonus is not included in the wages paid by the Bank. As per section 32 (viii) of the Payment of Bonus Act 1965, the act does not apply to the "Employees employed by the Reserve Bank of India". Thus, the Payment of Bonus Act, does not apply to RBI.
6.	How many working days are considered while calculation of wages?	Wages shall be paid considering 22 working days per month.
7.	What infrastructure shall be provided by the Bank to the vendor?	Please refer para 4 of Section IV of Tender document (page no. 29-30)
8.	Should GST be included while quoting the price?	Yes, the price quoted shall be inclusive of GST.

3. The above clarifications are issued for the information of all the intending bidders. Minutes of pre-bid meeting shall form the part of tender. Hence, it shall be signed and submitted along with the tender by the tenderers. Rest of the terms and conditions and specifications as mentioned in the tender documents shall continue to remain the same. The submission of bid by the firm shall be construed to be in conformity to the bid document and clarifications given above.

Regional Director
Reserve Bank of India
Nagpur