



भारतीय रिज़र्व बैंक Reserve Bank of India
मानव संसाधन प्रबंध विभाग Human Resource Management Department
कोलकाता Kolkata

Minutes of Pre-Bid Meeting - e-Tender for Upkeep and Maintenance of Governor Suites/ VIP VOFs/ VOFs/ THHs/ Medical Flats at Officers/ Staff Quarters at Alipore, Salt Lake and Dumdum

E-tender No: [RBI/Kolkata Regional Office/HRMD/7/24-25/ET/829](#)

In terms of E-Tender No. RBI/Kolkata Regional Office/HRMD/7/24-25/ET/829 dated January 30, 2025 a pre-bid meeting was held at the Conference Room, 3rd floor, Reserve Bank of India, 15, N.S Road, Kolkata 700001 on February 06, 2025 at 15:00 Hrs. The list of participants from the Bank and prospective tenderers is given below:

I) Bank Officials:

Sl No	Name	Designation
1	Shri Subhransu Sarangi	Assistant General Manager
2	Shri Bhaskar Mitra	Manager
3	Shri Suraj Rane	Assistant Manager
4	Shri Sandeep Bose	Assistant

II) Prospective Tenderers' Representative:

Sl. No.	Name of the Representative	Name of Agency/Firm/Company
1	Mr Ganesh Lal	M/s Security Engineers Pvt. Ltd.
2	Mr Ajit Kumar Jha	M/s EGC Facility Management Services Pvt. Ltd.
3	Mr Rupesh Lal	M/s SSI Management

2. Following a brief introduction by the Bank regarding the e-tender, various queries were raised by the prospective /interested bidder, which were clarified by the Bank. Summary of the same is furnished below:

SI No	Queries / Proposals	Clarification furnished by RBI Official
1	Who will decide the Menu and the food rate for the catering services?	Please refer to the 'Detailed Scope of Work' section (page No. 26 and 27) of the Tender.
2	What will be the payment method for the Guests availing catering services?	Any payment method that is mutually agreed between the Vendor and the guests.
3	Which Policy will be applicable when the monthly wage crosses the ceiling of ₹21,000/- since the ESI scheme will not be applicable?	If the monthly wage crosses the ceiling of ₹21,000/-, coverage under ESI Act will cease to exist. The contractor has to take Workman's Compensation Policy for all the workers engaged in the work.
4	About reimbursement of Workman's Compensation Policy Premium. Whether it will be done annually or monthly?	The contractor will be paid monthly as per the rates quoted by them in the Financial Bid.
5	If all the bidders quoted the Service charge with minimum ceiling of 3.85 of sub-total and there is a tie amongst the bidders, then what will be the selection criteria?	The other parameters quoted in the tender document like cost of the indicative menu (refer Page 26), insurance premium amount (refer Page 46), etc. quoted by the tenderer in the financial bid will be considered by the Bank.

3. Further, tenderer was advised to go through tender document and the tentative scope of work in entirety and contact MSTC personnel for any technical issues regarding registration, bidding etc. on the MSTC portal.

4. Above minutes may be treated as a part of the tender. All terms and conditions of the tender shall remain unchanged. The Bank will not be bound to entertain any further query/clarification from any vendor/contractor in future.

**Regional Director
Reserve Bank of India, Kolkata**