



**Reserve Bank of India
Agartala**

E-Tender No. / Event No. on MSTC:- [RBI/Agartala/HRMD/1/25-26/ET/109](#)

Supply of Manpower for Maintenance and Housekeeping Services on Outsourcing basis at Office Premises and Single Room Accommodations (SRAs) of Reserve Bank of India, Agartala

The pre-bid meeting for the captioned tender was held at 15:00 hrs on May 27, 2025 at Reserve Bank of India, Agartala, Tripura as per the Notice Inviting Tender published in RBI website and MSTC Portal.

2. The lists of Representatives from the Bank and tenderers are given below:

(i). Representatives from Bank

S. No.	Name of the officers	Designation
1.	Shri Sunil Nigam	Assistant General Manager
2.	Shri Manoj Roul	Assistant Manager
3.	Shri Monojit Deb	Assistant Manager

(ii). Representative(s) from agency/ company

S. No.	Name of the Representative	Name of the agency/ company
1.	Shri Pravash Sinha	A.T.S.F.
2.	Shri Sukanta Hazra	A.T.S.F.
3.	Shri Snehasish Saha	M/s Swadesh Chandra Saha

3. The queries raised by the participants during the meeting vis-à-vis the clarification given by the Bank are given below:

S. No.	Queries raised by the intended Tenderers	Clarifications by the Bank
1.	What are the documents required for substantiating qualification of skilled Electrical Worker-cum-Office Attendant and what are the skills expected from the candidate?	A 10th pass (S.S.C./Matriculation) with an ITI Certificate or National Certificate in Modular Employable Skills or any qualification equivalent in the trade of electrician or wireman from a recognized technical board / Institute. He should have proven experience in electrical works. He should possess knowledge of measuring different electrical parameters using appropriate measuring instruments and perform basic operations like wiring, understanding of Commercial Electrical System, proficiency in using electrical tools, reading blueprints and strong understanding of safety procedure and regulation. Further, he would be required to perform any work of Office Attendant as



		assigned to him by the authorities of the Bank apart from the Electrician Duty.
2.	Whether there is any percentage range for quoting minimum service charge as specified in the notification no. F.6/1/2023-PPD dated January 17, 2024 issued by Ministry of Finance, Government of India?	It is clarified that the Minimum Service Charges should be more than or equal to 3.85% of Wages (including VDA) per day per person as mentioned in Sl. No. 1 of Table 2 of Financial Bid. Any bid below this percentage (3.85%) i.e. below Rs. 20.83 for Housekeeping and Office Attendants (unskilled) and below Rs. 29.26 for Electrician-cum-Office Attendant (skilled) will be rejected. Any bid for Minimum Service Charges below 3.85% will be rejected. It will remain same throughout the currency of the contract. (It is to be noted that MSTC portal may accept bids below 3.85%, but participants must quote above 3.85% to become eligible)
3.	Whether it is mandatory to furnish the experience certificate as per prescribed format of Client Report as given in Annex-II of the tender document?	It is clarified that the bidders may initially furnish the experience certificates that they have received from their respective clients in their format, but they must furnish the same in our prescribed format before signing the contract with the Bank, in case they are selected for the work. It is clarified that submission of the experience certificate as per prescribed format of Client Report as given in Annex-II of the tender document is mandatory.
4.	What are the documents required for submission of the tender?	The required details are specified in Section F Part I – Technical Bid of the tender document.

4. The above clarifications are issued for the information of all the intending bidders. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting shall form part of the Tender/Contract. All other terms and conditions as specified in the tender document shall continue to remain the same.

**General Manager (Officer-in-Charge)
Reserve Bank of India, Agartala**