



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

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**Minutes of the Pre-Bid Meeting – Supply, Installation, Testing and Commissioning of one no. of 57 - 58.5 kVA Diesel Generator Set with acoustic enclosure at Reserve Bank of India Officers' Quarters at Kowdiar, Thiruvananthapuram**

Pre-bid meeting for the [captioned tender](#) was conducted as per the schedule on November 21, 2024 at 11:00 AM in the Conference room at Estate Department. 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. Suresh Kumar K   | Assistant Manager (Tech-Electrical) |
| 3 | Shri. Ronnie Joseph    | Assistant Manager                   |
| 4 | Shri. Rajeev S J       | Junior Engineer (Electrical)        |

**(b) List of Contractors' representatives who attended the meeting**

| SI No | Name of the Representative | Name of the firm            |
|-------|----------------------------|-----------------------------|
| 1     | Shri K R Rajeev            | Genlite Engineering Pvt Ltd |

2. The meeting was chaired by Shri. Shaji Krishnan K, Assistant General Manager, Estate Department, and he welcomed the participants to the meeting.

3. Shri. Suresh Kumar K, Assistant Manager (Tech-Electrical), explained in detail the technicalities involved in the work and the item wise clarification of the schedule of quantity.

4. Subsequently, queries, were invited from the participants regarding the tender. The details of the queries raised by the contractor and the clarifications of the Bank are tabulated below:

| SI. No. | Query  | Bank's Clarification   |
|---------|--|--|
| a       | Clarification regarding cost of loading/ unloading                     | It was informed that the Cost of transportation, loading-unloading, placement, and storage, including any other duties, levies etc. must be borne by the contractor and should be part of quoted amount. |
| b       | Clarification regarding who will provide the installation concrete bed | It was informed that the installation of concrete pedestal will be provided by the Bank.   |



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|---|---|---|
| c | The vendor does not have 57 - 58.5 kVA Diesel Generator. Instead, they are supplying 60 kVA Diesel Generators. Clarification was sought regarding whether they can quote for 60 kVA Diesel Generator. | It was clarified that they can quote for 60 kVA Diesel Generator.   |
| d | Clarification regarding drawings  | It was informed that the vendor has to submit drawings of DG set to the Engineer-in-Charge for approval before start of work. Further, pedestal requirement should also be informed to the Bank.  |
| e | Clarification regarding insurance   | <p>It was informed that the Contractor shall at his own expense, arrange to effect and maintain (until the virtual completion of the contract) with an IRDA approved insurance-office, the following insurance policies in the joint name of employer and himself with the employer being the first and deposit such policy or policies with the employer during the currency of this contract:</p> <ul style="list-style-type: none"><li>a. Storage, erection, testing and commissioning policy for the total amount of contract.</li><li>b. Workmen compensation policy.</li><li>c. Third party liability policy with the limits as under:<ul style="list-style-type: none"><li>I. Rs.10,00,000/- per annum</li><li>II. Rs.2,00,000/- per occurrence</li></ul></li></ul> <p>The rates quoted shall be inclusive of insurance.</p> |

5. Contractor was advised that the tender documents should be uploaded in e-Tendering portal well before the last date of bidding to avoid any last-minute errors/rush and also informed that the EMD for the work should preferably be transferred in the form of NEFT to the account provided in the Tender Document. The vendor was also advised that the bidding shall be entered by downloading the excel sheet uploaded by Reserve Bank of India in the MSTC portal. The item wise rates should be entered excluding GST.

6. 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.

7. The meeting concluded at 12:00 PM.



**Regional Director  
(Kerala and Lakshadweep)**