



**ESTABLISHMENT SECTION, RESERVE BANK OF INDIA,
THIRUVANANTHAPURAM**

MINUTES OF PRE-BID MEETING

**Tender for Supply of drugs & medicines to the Bank's dispensaries at
Thiruvananthapuram - October 2024 – March 2025**

**E-tender No: [RBI/Thiruvananthapuram Regional office/Others/5/24-25/ET/283](#)
[\[Supply of medicines TVM 24-25\]](#)**

The pre-bid meeting for the captioned tender was held on August 07, 2024 at 11:00 AM in the Conference Hall, 2nd floor, Main Office Building, Reserve Bank of India, Thiruvananthapuram.

2. The meeting was conducted to apprise the vendors of the important aspects of the captioned e-tender and to address their queries and sensitize them about the Bank's requirements and expectations.

3. The meeting was chaired by Smt. Sujatha Jaganathan, General Manager, HRMD. Officials from Central Establishment Section (CES) and a representative from M/s Sree Chitra Enterprises participated in the meeting. List of participants is detailed in the [Annex](#).

4. Shri. Santhosh A Koshy, Assistant Manager, CES welcomed the participants to the meeting and invited queries from the prospective bidder regarding the captioned tender.

5. The queries raised by the bidder during the meeting along with the Bank's clarifications, comments, corrections and additions are tabulated below.

SI No.	Query	Clarification, Comments, Corrections and Additions
1.	With respect to Page 21 of RFQ on 'duration of past experience', whether it is necessary to submit the last 5 years' experience certificate of having executed similar works with at least one	The Vendors are required to submit their Client list showing the details of similar works carried out by them during the last 5 years. The Vendor should submit documentary evidence in support of minimum 5 years of experience with at least one Government

	Government / Semi-Government / Public Sector organization	/ Semi-Government / Public Sector organization. [Para 13(c)(ii) of RFQ]
2.	With respect to Page 21 of RFQ on 'Minimum value of each completed work', whether supply made to one GST number but to different centres of Kerala can be consolidated to meet the minimum eligibility requirement.	Yes, supply made to a single GST number of a customer can be combined to meet the conditions of minimum value of each completed work, subject to satisfactory compliance with any of the following conditions: a. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. Or b. Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. Or c. One similar work costing not less than the amount equal to 80% of the estimated cost. [Para 13(c)(iii) of RFQ]

6. Smt. Sunitha VR, Manager, CES thanked the participants.

The meeting concluded at 11:30 AM.

Please note:

- (i) This document (minutes of the Pre-Bid Meeting) shall form a part of the tender.
- (ii) Rest of the terms and conditions and specifications of the bid document shall continue to remain the same.
- (iii) The above amendments/ clarifications are issued for the information of the prospective bidders.
- (iv) The submission of bid by the firm shall be construed to be in conformity with the bid document and amendments/ clarifications given above.

Regional Director
Kerala & Lakshadweep

List of participants

Representatives of CES, RBI Thiruvananthapuram:

SI No.	Name of Official	Designation
1	Smt. Sujatha Jaganathan	General Manager, HRMD
2	Smt. Sunitha V R	Manager, CES
3	Shri Santhosh A Koshy	Assistant Manager, CES
4	Ms. Praseetha K P	Assistant, CES

Representative of vendor present in the meeting:

SI No.	Name of representative	Supplier/Agency represented
1	Shri. Pradeep S	M/s Sree Chitra Enterprises