

e- Tender No: [RBI/Mumbai Regional Office/Estate/105/25-26/ET/629](#)

Providing Facility Management Services (FMS) for day to day maintenance of Bank's Premises residential quarters and office building) in Mumbai for the various trades like Carpentry, Sanitary-Plumbing, Electrical/Mechanical etc. under supervision by providing specified manpower in respective trades under Estate Cell of Byculla, Mumbai: Cluster II:(Gokuldham, Santacruz, Sunpalazzo & Matunga Residential Colonies) – Minutes of Pre-Bid Meeting

Pre-bid meeting held at 12.00 pm on December 19, 2025.

Revised Clause 4(C)

(C) Electrical Maintenance /Cable TV wiring works – Residential campuses

- (i)** To attend and rectify complaints in the Bank's electrical / electromechanical installations in all the flats/ complex, staircase lights, gymnasium, community hall, pump room, common area toilets, watchman cabins and dispensary etc. within 4 Hrs. from the time of receiving the complaint.
- (ii)** To check all the ELCBs, Earthing of power sockets for Geysers & AC units once in a quarter. Including watering of earth's pit.
- (iii)** To keep all electrical installations in up-to-date condition and complaints of any residents should not be kept pending. To clean all the electric meter room once in a month and keep the meter room in hygienic condition.
- (iv)** To attend and rectify the emergency complaint after regular hours.
- (v)** To register electric supply failure complaint with electricity authority and follow-up till restoration of electric supply (in the event of failure of electric supply of complete colony/common area including all staircase lighting)
- (vi)** To maintain a register with colony caretaker for maintenance in consultation with Engineer-in-charge or his representative.
- (vii)** To assist caretaker in maintaining electric stock book and also during dead stock reconciliation activity.
- (viii)** To obtain signature of complainant and caretaker in the complaint book after rectification of complaint. To write reason for incomplete rectification of complaint in the remark column of the respective complaint in the complaint book.
- (ix)** To attend and rectify the complaints related to electric chimneys installed in all flats including replacement of fused bulbs in it. Carry out preventive maintenance of the kitchen chimneys of all the flats at least once in a quarter or more times, if required.
- (x)** The list is only indicative. Any maintenance work not specifically mentioned above but required for healthy operation of the system concerned

Annex 1
Minutes of Pre-bid meeting held on 19/12/2025

and for the satisfaction of the occupant/complaint will be considered in part of scope of work.

- (xi) Daily work such as timely Operation of water pump/lifting of water, DG sets, switching on/off Street lights and other common area lights etc wherever required.
- (xii) Emergency work as operation of electric mud pumps and diesel pumps during heavy rains/flooding situations.
- (xiii) Operating electrical pumps as and when required to fill OHT/UH tanks.
- (xiv) Cleaning of light fittings, ceiling fans, exhaust fans of all the residential flats and common areas at least once in a quarter. Checking of ceiling fan's hook of all the residential flats and common areas at least once in a quarter, fixing of fan rope and replacement of old fan hooks, if required and maintaining the log book.

Other Electrical work is listed as below:

1.	Maintenance and physical inspection of the panels, bus bar chambers, switches, indicating lamps and cables. <ul style="list-style-type: none">1. Checking high temperature.2. Tightening of the nuts bolts.3. Maintaining log of breakdown.4. Physical Cleaning of the panels.
2.	Breakdown maintenance of Street lighting. <ul style="list-style-type: none">1. Checking of the street lighting and overhead lights keeping record in register.2. Checking the control boxes of all the lights and repairing the same using all the material.3. Checking the earthing of the poles.
3.	Evacuation from lifts (if available) in case of man trapping and lodging the complaints with the OEM in respect of lifts under breakdown.
4.	Operation of water pumps, as per preset timings.