



**भारतीय रिजर्व बैंक - कोची**  
**Reserve Bank of India - Kochi**  
**मानव संसाधन प्रबंधन विभाग - Human Resource Management Department**

---

**Minutes of Pre-Bid Meeting – Tender for Management and housekeeping (including catering) of the Bank’s Visiting Officers’ Flats (VOF) at Kochi for the period 2026-27**

Pre-bid meeting for the [captioned work](#) was scheduled as indicated in Notice Inviting Tender (NIT) on April 17, 2026, at 03:00 PM at Conference room, HRMD in 3rd floor of Main office building.

2. The list of Bank’s official and Contractors’ representatives attended the captioned meeting are tabulated below.

**a) List of Bank’s Officials who attended the meeting**

1.	Smt Sreerangini C	Assistant General Manager
2.	Shri. Dijesh M	Manager
3.	Shri. Sameer K Khan	Assistant Manager
4.	Shri Bharat Bhushan	Sr. Assistant
5.	Ms.Tinu Susan Joseph	Sr. Assistant

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

SI No	Name of the Representative	Name of the firm
1.	Shri. Rakesh K swain	Cherish Hospitality Services(p) ltd
2.	Shri. K Satish Shetty	P M Catering Services
3.	Shri Shanmugharajan R	Evergreen Caters Ernakulam
4.	Ms Sujatha K	Add on Group of Company



5.	Shri Aman Peter	Clean and Care Services
6.	Ms. Reeja Jose Mary	First man facility Management Pvt Ltd
7.	Shri Kiran Xavier	S 24*7 Pvt Ltd

3. Shri. Dijesh M, Manager welcomed the participants to the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender.

4. The queries from the prospective bidders regarding the captioned tender and clarifications for the same are as follows:

SI No	Query/Proposals	Clarifications
1	Whether the vendor has to quote for 26 or 30 days?	The bidder shall quote the basic wages, including Variable Dearness Allowance (VDA), for the Supervisor, Cook, and Assistant Cook for 365 days and for the Helper-cum-Housekeeper-cum-Attendant for 1,095 days in accordance with the minimum wages specified in the Order dated September 25, 2025, issued by the Office of the Chief Labour Commissioner (C), Ministry of Labour and Employment, Government of India.
2.	Is tea kit, newspaper and other reimbursable items amount taken in estimated cost?	No, the rate for Newspaper, Tea kit and other reimbursable items will be finalized by the Bank in consultation with the successful bidder.
3.	Whether RBI will reimburse the vendor any new or additional labour cost in the event of new labour laws being implemented?	Any newly introduced provisions under amended or updated labour legislation, shall be implemented strictly in compliance with Reserve Bank of India's established contractual guidelines and procedural frameworks.
4.	Minimum wages of October 2025 or April 2026 to be	The rates shall be quoted in accordance with the minimum wages specified in the Order dated September 25, 2025, issued by the Office of the Chief



	considered for quoting the price bid?	Labour Commissioner (C), Ministry of Labour and Employment, Government of India. The minimum wages shall be subject to revision in accordance with the subsequent Order dated March 30, 2026.
5.	Whether EPF to be calculated on Rs 15000 or full salary?	The bidder shall mandatorily quote EPF at a minimum rate in accordance with the prevailing statutory requirement, i.e., 12% of ₹15,000 or 12 % of salary paid, whichever is lower.
6.	Whether RBI will provide room for caretaker and other staffs?	Yes, A common living accommodation with minimum amenities will be provided by the Bank for the staffs who are required to stay in the Bank's premises for attending to their duties.
7.	Is there any preference for MSE entrepreneurs?	The selection criterion remains strictly based on the Lowest Bidding Tenderer (LBT), as specified in the tender documents. No price relaxation, scoring preference, or reservation is provided to MSEs in the evaluation process.
8.	Is there any exemption applicable for MSE entrepreneurs for making EMD Payments?	Exemption to make EMD Payments for MSE entrepreneurs in bidding, is applicable only for procurement of works (goods, services, and works contract) estimated upto ₹10 lakh or less (inclusive of all taxes, duties, etc.). As the estimated cost of the captioned work is ₹33,38,000/-, EMD exemption does not apply to this tender and hence all bidders including MSEs are required to submit the stipulated Earnest Money Deposit as per the tender conditions.

5. Bidders shall also 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.



6. The meeting concluded at 03:45 PM.

General Manager (O-I-C)  
Reserve Bank of India  
Kochi