

**Minutes of Pre-bid Meeting - E-Tender No. [RBI/Kochi/Estate/270/22-23/ET/400](#)
Maintenance of Electrical Installations, operation of Diesel Generator (DG) sets and
pump sets at the various properties of the Bank at Kochi**

The Pre-Bid meeting for the captioned tender was held at 11:00 A.M on November 22, 2022 in the Conference Room on the third floor of Main Office Building, RBI, Kochi, as per the Notice Inviting Tender published in RBI website and newspaper.

a) List of Bank's Officials attended the meeting:-

SI No	Name	Designation
1	Shri Shaji Thomas	Assistant General Manager
2	Shri Bineesh Bhasi	JE (Electrical)
3	Shri Neil Joe	Senior Assistant

(b) List of bidder's representatives attended the meeting: - Attendance list is as attached.

SI No	Name of the Representative	Name of the Firm
1	V. M. ALI	M/s LOYAL ELECTRICALS
2	NAVIN VARGHESE	M/s NEV TECH
3	AJIL SANKAR	M/s UPDATER SERVICES LTD - UDS

Shri Shaji Thomas, Assistant General Manager, Estate Section welcomed the participants of the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender. He explained various aspects of the tenders and Bank's requirements, which need to be taken care of in their bids. Queries put forth by the representatives and clarifications given by the Bank are tabulated below:

Sr. No.	Queries/Suggestions	Clarifications/comments
1.	Is it required to register with e-tender portal for participating in the Tender?	Yes. Bidders are required to register themselves online with www.mstcecommerce.com . Bidders are advised to refer to Clause A (1) under "Important Instructions for E-Procurement" given in Tender.
2.	Whether any transaction fee is applicable?	Yes. Bidders shall pay transaction fee for participating in the tender, as applicable and charged by MSTC Ltd. Bidders are advised to Clause B (4) & (5) - (Special Note towards Transaction fee & Transaction fee is non-refundable) under "Important Instructions for E-

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हिंदी में काम करना आसान है इसका प्रयोग बढ़ाएँ,

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, डाक, एसएमएस या फोन कॉल के जरिए किसी की भी व्यक्तिगत जानकारी जैसे बैंक खाते का ब्योरा, पासवर्ड आदि नहीं मांगी जाती है। यह धन रखने या देने के प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों का किसी भी तरह से जवाब मत दीजिए।

Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, Passwords, etc. It never keeps or offers funds to anyone, Please do not respond in any manner to such offers.

		Procurement” given in Tender.
3.	Query on minimum wages prescribed in the Tender.	Bidders are advised to refer to Page no: 14 & 15 of 48, Clause 1.15, 1.16 & 1.17 under ‘ General Instructions to Bidders for participating in the Tender ’, given in Tender document. Bidders are therefore advised to submit their bids taking into consideration the above Tender conditions.
4.	Whether the wages of contract staff are required to be enhanced as and when the Government of India notifies the wage revision and whether the Bank will reimburse the wage hike?	Bidders are advised to refer to Page no: 14 & 15 of 48, Clause 1.15 under ‘ General Instructions to Bidders for participating in the Tender ’, given in Tender document.
5.	In case, if employees deployed on National holidays, whether the cost shall be borne by the contractor or will be reimbursed by the Bank?	Bidders are advised to refer to Clause 3.59 (Page No: 32) under “ General Terms and Conditions ” & (Page No: 39) item No: 2 of financial bid format in Part-II , given in Tender document.
6.	Whether the same person can work in successive shifts on a day?	No. One person can work only in one shift on a day. Bidders are advised to refer to page No: 36, Clause 4.2 “The minimum requirement of duties, duty hours, shift timings, etc.” , given in Tender Document.
7.	Whether the payment shall be made on monthly basis?	Yes.
8.	Is uniform compulsory for all workers deployed?	Yes. Bidders are advised to refer to Page no 24, Clause 3.4 under “ General Terms and Conditions ”, and Page No 37, Clause 5.3 under “ Bidders undertaking for participating in the E-Tender ” and Page No 39, Item No: 2 of financial Bid format, Part-II, given in the Tender document. Bidders are therefore advised to submit their bids taking into consideration the above requirement.
9.	Whether ESI or Mediclaim is applicable, since wages of a staff deployed go beyond Rs 21,000/-? Whether contribution to ESI is optional?	Please refer to Page No 14, Clause 1.16 under “ General Instructions to Bidders for participating in the Tender ”, given in Tender document.
10.	Whether Work experience prior to 5 years is necessary and if so what is the duration of past experience?	Yes, Bidders should have minimum 5 years of experience in executing similar works as on October 31, 2022 , i.e. the firm should have undertaken any similar work in October 2017 or earlier. In this regard, bidders are advised to refer to “ Qualification/Eligibility Criteria for Bidders ” given in the Tender document and please read the

		date as October 31, 2017 instead of September 30, 2017, wherever given in the aforesaid criteria.
11.	Query on payment of bonus to staff deployed?	Applicable bonus shall be paid by the contractor to the staff deployed on monthly proportionate basis and proof of the same shall be submitted to the Bank along with monthly bill, as specified at Page No 26, Clause 3.17 under “ General Terms and Conditions ” given in Tender document.
12.	Query on contract period and renewal of contract.	This contract will be valid for a period of one year from January 01, 2023 to December 31, 2023 or any such shorter period as will be decided by the Bank before awarding of the work. In this regard, the bidders are advised to read the period of contract as from January 01, 2023 to December 31, 2023 instead of December 01, 2022 to November 30, 2023, wherever mentioned in the tender. Regarding renewal of contract, the bidders are advised to refer to Page No 30, Clause 3.47 under “General terms and Conditions” given in the Tender document.
13.	Whether Police verification certificate is required for staff deployed by contractor?	Yes. Please refer to Page No 24, Clause 3.3 under “ General Terms and Conditions , given in Tender document.
14.	Whether consumables/ electrical items for maintenance required for works will be provided by Bank?	Yes. The contract is for providing manpower supply for maintenance of electrical installations and other items of electrical equipment of the Bank as specified in the Tender document.
15.	Whether Required Electrical Wireman License is required for workers?	Yes. Bidders are advised to refer to Page No:13, Clause 1.1 under “General Instructions to Bidders for participating in the tender” & Page No:24, Clause 3.1 under “General Terms and Conditions”

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 all the intending bidders.
- (iv) The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.

23 November, 2022

Vijay Kumar Nayak
General Manager (O-i-C)
Reserve Bank of India, Kochi