



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग
भुवनेश्वर

Minutes of Pre-bid meeting of Annual Maintenance Contract for three residential colonies of Reserve Bank of India at Bhubaneswar, Odisha i.e. Officers' Quarters at Nayapalli (OQNP), Staff Quarters at Baramunda (BMSQ) and Staff Quarters at Vidyut Marg (VMSQ)

As per the schedule, a pre-bid meeting of the [captioned tender](#) was organised by HRMD, RBI, Bhubaneswar on February 19, 2021 at 15.00 HRs in Conference Room, 2nd Floor, RBI, Bhubaneswar to clarify the queries of the prospective bidders.

2. The pre-bid meeting was attended by the representatives of the following Firms/vendors:

- a) Sushil Kumar Mahanty - M/s Herald Manpower & Placement Service
- b) Hadu Bandhu Behera - M/s FirstMan Management Services Pvt Ltd.

3. The meeting was conducted to brief the bidders about our specific requirements and to sensitize them about how to submit e-tenders on RBI portal of MSTC website. AGM(Admn), HRMD informed that due to typical error in NIT -Hindi document the closing time for submission of e-tender in Hindi version is showing 12.00 AM instead of 12.00 PM. Hence, he advised to read it as 12:00 PM. The Rest of the terms and conditions and specifications of the bid document shall continue to remain same. Further to the discussions held with the tenderers, the clarifications arrived thereof are indicated as under:

S.No	Queries raised by the firm's representatives	Clarification given by the Bank
1.	Whether MSME certificate holders are eligible for any relaxation / exemption for Earnest Money Deposit (EMD) and Security Deposit (SD)?	The bidder is required to remit EMD and the successful bidder is required to remit the required amount of Security Deposit as mentioned in the tender document irrespective of their category.
2.	Clarification was sought regarding Tender Fees if any.	It was clarified that RBI will not charge any tender fee, however, the bidder will have to submit the transaction fee at MSTC portal.

3.	Clarification was sought on cleaning material.	Bidders must keep in mind that while quoting cleaning material cost they should go through the scope of work provided in the tender document thoroughly.
4.	Bank's role in Employment, Management & Eviction of contractual employees	It's mandatory that contractor should follow all the statutory obligations, all due processes and principal of Natural Justice while dealing with their contractual workmen.