



**Reserve Bank of India  
Rajaji Salai, Chennai**

**Minutes of Pre-Bid meeting - Empanelment of Car Hiring Agencies/Companies**

The Pre-Bid meeting for the [captioned work](#) was conducted as per schedule on February 24, 2021- at 3.00 PM at Conference Room – III, 3<sup>rd</sup> floor, Reserve Bank of India, Chennai. The following staff members of RBI and firms/prospective tenderers were present during the pre-bid meeting:

<b>Sl. No.</b>	<b>Name and Designation of the RBI Official</b>
1	Smt. Jaya Bharathi Kannan, Deputy General Manager (HRMD)
2	Shri P Vinay Rajiv, Manager (HRMD)
3	Shri Abraham K, Asst. Manager (HRMD)
4	Shri Aravind A P, Asst. Manager (HRMD)
5	Shri Bhaskar S, Assistant (HRMD)

<b>Sl No.</b>	<b>Name of the Firm/Prospective tenderers</b>	<b>Name of the Representative (Shri/Smt)</b>
1	First Cars	Shri Balaji
2	Angel Travels	Shri. Ruben
3	SR Cabs	Shri. Thirumal

**The following queries were raised in the pre-bid meeting:**

<b>Sl. No.</b>	<b>Queries / Clarifications / Proposals</b>	<b>Clarification furnished by RBI</b>
1.	It was mentioned in para 6.3 of the tender document that minimum 200 Km shall be charged per calendar day for outstation trips. The car agencies requested that the minimum charges for outstation trips may be 250 km as per the existing practice across industry.	Para 6.3 of the Tender is modified as “Local (Chennai City) run charges shall be charged up to 250 Kms. Beyond 250 Kms, outstation charges shall become applicable.”

2.	More clarity in parking fees/toll fees in airport drops/pick up needed.	<p>The following are advised:</p> <ol style="list-style-type: none"> <li>1. Toll and parking charges would be paid for outstation trips based on production of original receipts.</li> <li>2. In case of airport drop – No parking charges would be paid.</li> <li>3. In case of airport pick up - parking charges would be paid for period starting maximum one hour before the scheduled flight arrival time, up to the time of leaving the airport after the pickup of the guest, based on production of original receipts/bills.</li> </ol>
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2. The same has been uploaded on MSTC e-commerce web portal.

3. Above amendments/clarifications are issued for the information for all intending bidders. Minutes of pre-bid meeting shall form the part of bid document/Agreement. Rest of the terms and conditions and specifications of the bid document shall continue to remain same. Hence, it shall be signed and submitted along with the tender by the tenderers. Submission of Bids shall be construed to be in conformity to the bid document and amendments/clarifications. The tenderers are advised to see corrigendum for necessary changes/modifications in the tender document.

Chief General Manager (O-in-C)  
RBI, Chennai