



**RESERVE BANK OF INDIA**  
**Human Resource Management Department**  
**Belapur Office**  
**Navi Mumbai**

**Minutes of Pre-bid meeting – E-Tender for providing Visiting Officers’ Flats (VOF) services on room night basis to the visiting Officers of Reserve Bank of India, Post Box No. 15, Sector 10, Plot No. 3, H. H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai – 400614.**

**E-Tender No: [RBI/Belapur/Estate/373/20-21/ET/569](#)**

The Pre-bid meeting for the captioned tender was held on February 25, 2021 from 15:00 hours to 16:00 hours at second floor Reserve Bank of India, Sector-10, Plot No. 3, H. H. Nirmaladevi Marg, CBD Belapur, Navi Mumbai-400614. The meeting was chaired by Shri R R Kamble, General Manager (HRMD) and was attended by other officials from the Bank and representatives of two prospective bidders. A list of participants is given in [Annex](#).

Shri R K Verma, Assistant General Manager welcomed all the participants and discussed the agenda points as given in the [Table 1](#) hereunder. The participants were briefed about the important points of the Tender Document. Thereafter, queries were invited from the prospective bidders regarding the captioned tender. The queries raised by the prospective bidders during the meeting along with the Bank’s clarifications and comments are given in [Table 2](#).

<b>Table 1: Agenda Points</b>	
<b>Sr. No.</b>	<b>Agenda Points</b>
1	All firms to strictly ensure that the process of E-tendering should be completed in the MSTC Portal well ahead of the time frame of the Tender, as the Bank will not be liable for any delay in submission and no request for extension of time shall be entertained.
2	Discussion on schedule of Tender & Pre-Eligibility Criteria.
3	Explanation of Article of Agreement.
4	Modalities of Technical and Financial bid to be explained.

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<b>Table 2: Queries by the prospective bidders</b>		
<b>Sr. No.</b>	<b>Queries</b>	<b>Clarification/Comments</b>
1	Whether the final contract will be awarded to multiple bidders?	No. The final contract will be awarded to only one bidder.
2	What is the procedure for booking of room/s?	The procedure for booking of room/s is explained in the 'Scope of Work and Terms and Conditions of the agreement' of the Annex-I of the Tender document.
3	Whether the room/s will be booked on single occupancy or double occupancy basis?	The rooms will be booked on double occupancy basis only.
4.	How many rooms will be booked annually?	Approximately 500 rooms will be booked annually. However, in case the reserved pool of room nights is exhausted before the end of the period of agreement and if the Bank wishes to avail of the services of more number of room nights, the Tenderer will provide additional room nights over and above the reserved room nights on the existing terms and conditions and at the existing rate, if required by the Bank.
5.	What will be the date of opening of Financial Bid?	The Part-II bid (Financial bid) of such of those tenderers, which are found eligible after scrutiny of the Part - I (Technical Bid) of the tenders only will be opened. Such bidder(s) will be intimated regarding date of opening of Part- II through email.

• It was further stated as below:

- a. These minutes of pre-bid meeting shall form the part of bid document/Agreement.
- b. Rest of the terms and conditions and specifications of the bid document shall continue to remain same.
- c. The above clarification is issued for the information of all the intending bidders.
- d. The submission of bid by the firm shall be construed to be in conformity to the bid document and clarification given above.

Shri Kunal Landge, AM, thanked all participants for attending the meeting. The meeting ended at 16:00 hrs.

## Annexure

The following Bank's Officials and representatives of prospective bidders were present during the pre-bid meeting.

<b>Bank's Representatives</b>	<b>Prospective Bidder's Name / Representatives</b>
Shri R R Kamble, GM, HRMD	Shri Ranjan Dimri (K-Stars Hotel)
Shri R K Verma, AGM, HRMD	Smt. Raksha K. Waghela (K-Stars Hotel)
Shri Kunal Landge, AM	Shri Shehraz Ahmed (ibis Hotels)
Shri Anurag Lothe, Assistant	Shri Shaantikumar Deshpande (ibis Hotels)