

**Central Establishment Section  
RESERVE BANK OF INDIA  
KOLKATA**

**E-Tender for Empanelment for Supply of Medicines to the Dispensary at Reserve Bank of India, Kolkata for the period April 01, 2023 to March 31, 2026**

E-tender no. [RBI/Kolkata/HRMD/61/22-23/ET/532](#)

**Minutes of Pre-Bid Meeting held on January 17, 2023 at RBI Kolkata Main Office Premises (Offline Mode)**

The Pre-bid meeting for the captioned E-tender was conducted physically on January 17, 2023 at 03:00 PM in the presence of officials from Central Establishment Section (CES), Reserve Bank of India, Kolkata (hereafter mentioned as the "Bank"). The meeting was attended by four (4) interested/prospective bidders namely M/s Genuine Medico, M/s Gautam Agencies, M/s Gaurishankar & Co, M/s Murarka Pharmaceuticals.

Officers from RBI, Kolkata (CES) present in the meeting:

- (i) Shri Subir Ranjan Mukhopadhyay, AGM, CES
- (ii) Shri Dhruvajyoti Das, Manager, CES
- (iii) Ms. Swagota Moyra, AM, CES

2. Following a brief introduction by the Bank regarding the E-tender, various queries were raised by the prospective /interested bidders, which were clarified by the Bank. Summary of the same is as under:

Sr. No.	Query	Clarification / Response given
1.	Whether any exemption will be provided to the interested/prospective bidders from payment of EMD in case they are having MSME Certification and Udyam Registration ?	In terms of extant instructions of Premises Department, Central Office, Reserve Bank of India regarding Procurement of Goods, Services and Works in the Bank – benefits to Micro and Small Enterprises (MSE), exemption from payment of cost of tender documents and submission of EMD at the time of the bidding will only be provided to MSEs having Udyam Registration Number irrespective of the category, in all procurements (goods, services and work contracts)

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		having an estimated cost upto Rs. 10 Lakh (including all taxes, duties etc.)
2.	<p>Please provide clarification regarding Point No. d of Section II - Eligibility of chemists to participate in E-tender i.e. "The chemist should have undertaken (i) One work individually costing not less than 80% of the estimated cost OR two works costing not less than 50% of the estimated cost OR three works costing not less than 40% of the estimated cost of a similar business arrangement i.e. supply of medicines with at least one Government / Semi-Government / Public Sector organization during the last two years. The Bank may at its discretion verify the same during scrutiny of the bid."</p> <p>And whether any changes could be made in the aforementioned criteria as it would be difficult to satisfy the same for the prospective/interested bidders?</p>	<p>The prospective/interested bidder should have undertaken work at least one work individually costing not less than 80% of the estimated cost OR two works costing not less than 50% of the estimated cost OR three works costing not less than 40% of the estimated cost of a similar business arrangement i.e. supply of medicines with at least one Government / Semi-Government / Public Sector organization during the last two years. In this connection, in case of the captioned tender the estimated cost is Rs. 9 Crores and these works may include the work provided to RBI also for those interested/prospective bidders who are reapplying.</p> <p>No changes are to be made in any of the criterion as mentioned in the tender document as the empanelment process has already begun and the tender document has already been floated in the RBI website and MSTC Portal.</p>
3.	<p>One of the Licences to be submitted (Form 21C i.e. Renewal of old drug licences) is presently not provided by the State Drug Licence Authority as the entire process is being done through online renewal receipt. But the same (Form 21C) has been asked to submit in the tender document. Please clarify?</p>	<p>The interested/prospective bidders are to submit whichever document is currently being provided by the State Drug Licence Authority in lieu of Form 21C.</p>
4.	<p>In tender document it has been asked to submit Sales Tax Registration Certificate and VAT Registration Certificate, however the prospective bidder is holding GST Registration Certification at present?</p>	<p>In Point No. h of Section II - Eligibility of chemists to participate in E-tender in the tender document, it has been mentioned that "Valid GST registration certificate should be available with the chemist."</p>

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5.	How much are the transaction fees to be paid to MSTC?	Payment of transaction fee as mentioned in the MSTC portal through MSTC payment Gateway/NEFT/RTGS in favour of MSTC limited or as advised by M/s. MSTC limited.
6.	How to make payment for the submission of EMD? Request to calculate EMD to be only 2% of the estimated cost on quarterly order basis which will be 4.50 lakh only (9cr x 2% x 1/4th)	The EMD is to be submitted in the form of NEFT/Demand Draft/Bank Guarantee (prepared as per enclosed format mentioned in the tender document) issued by a scheduled Bank drawn in favour of Reserve Bank of India. The account details along with detailed instructions in this regard have been mentioned in the Schedule of Tender (available on the Bank Website) and the tender document. No reduction in base value for EMD calculation.

3. All participants were advised to go through tender document and the tentative scope of work in entirety. They were also advised to register themselves on the MSTC portal to be able to take part in the E-tender. Further, participants were advised to contact MSTC personnel for any technical issues regarding registration, bidding etc. on the MSTC portal.

4. Above minutes may be treated as a part of the tender. All terms and conditions of the tender shall remain unchanged.