



मानव संसाधन प्रबंध विभाग
आबंटन अनुभाग
HUMAN RESOURCES MANAGEMENT DEPARTMENT
ALLOTMENT SECTION

Minutes of Pre-Bid meeting - Facility Management Services - Caretaking and Catering services to VOF, THH, Medical Flats and Trainee Flats situated in RBSQ PH Road and RBSQ CH Road

The Pre-Bid meeting for the [captioned work](#) was conducted as per schedule on February 25, 2021- at 3.00 PM at Hindi Class Room, 2nd floor, Reserve Bank of India, Chennai. The following staff members of RBI and firms/prospective tenderers were present during the pre-bid meeting:

Sl. No.	Name and Designation of the RBI Official
1	Shri P Vinay Rajiv, Manager (HRMD)
2	Shri Aravind A P, Asst. Manager (HRMD)
3	Shri Ganesh S, Assistant (HRMD)

Sl No.	Name of the Firm/Prospective tenderers	Name of the Representative (Shri/Smt)
1	First Man Management Service Pvt Ltd.	Shri R Victor Suresh
2	Alert Security Service (P) Ltd.	Shri Bharathi
3	Sri Raghavendra Enterprises	Shri Hemanth

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

Sl. No.	Queries / Clarifications / Proposals	Clarification furnished by RBI
1.	Agencies requested to elaborate about services that may be factored in towards calculation of overhead costs.	It was informed that any compensation over and above the Minimum wages, charges incurred for obtaining the requisite insurance policies, Police Verification & Medical certificates for all the manpower being deployed, cost of cleaning materials, Linen and Bed Sheet washing charges, cost of procuring gas cylinders for pantry operations etc. may be some of the

		<p>overhead costs. It was also clarified that the above list is only indicative.</p> <p>Agencies/Vendors were advised to visit the facilities in P.H Road and C.H Road before submitting the bids.</p>
2.	Agencies requested for clarification on the circumstances in which the contract amount will be increased.	It was informed that the contract amount would be increased only when there is an increase in Minimum wages notified by the Central Labour Commissioner and any change in GST rates.

2. Above clarifications are issued for the information for all intending bidders. Minutes of pre-bid meeting shall form the part of bid document/Agreement. All 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 with the bid document and above clarifications.

Regional Director
RBI, Chennai