



Reserve Bank of India, Ahmedabad
Human Resource Management Department
OLDR Section

For approval

E-Tender for Installation and Maintenance of Coffee/Tea Vending Machine for supply of Coffee/Tea in the Bank's Premises - Minutes of Pre-bid Meeting

A Pre-Bid Meeting In connection with tender No.[RBI/Ahmedabad/HRMD/84/20-21/ET/808](#), which was floated on both MSTC and RBI's website on June 24, 2021 for the captioned work, was conducted at 11.00 AM on July 02, 2021 at Conference Room, 5th floor, Main Office Building, Reserve Bank of India, Ahmedabad Regional Office. The said meeting was held by following COVID appropriate behaviour by all the members. [List of participants](#) is as below.

2. After welcoming all the members, Shri Sagar Malali, AM explained all point of tender documents to the participants and requested them to clarify doubts, if any. Following queries / doubts were clarified during the meeting:

Sr. No.	Query	Clarification
1.	Is estimated cost of ₹30 lakh per annum fixed or can it vary?	The estimated cost mentioned in the tender document is based on the average expenditure incurred in previous years and may vary as per consumption requirements.
2.	Is Weekly Preventive Maintenance mandatory?	Personnel deployed at each vending machines are required to do preventive maintenance of the machines on a daily basis.
3.	To deploy one supervisor in addition to seven employees.	In terms of para 2 & 3 of Section-II (Scope of work and terms and conditions governing contract), one person amongst above (07 personnel) shall also act as supervisor for coordinating the work and overall supervision.
4.	Can subsidiary/ channel distributor submit documents like work experience, annual turnover etc. of its parent company and bid for the tender?	Only capable and reputed companies, who meet eligibility criteria mentioned in the tender document, may submit their bid directly and not through any channel distributor / subsidiaries. Sub letting of contract is not permitted.

3. The meeting ended with vote of thanks to all the participants.



List of participants

Sr No	Name	Designation
1	Shri Prakash Darji	Manager (P), HRMD
2	Shri Nagesh Uppal	Manager (Catering). HRMD
3	Shri Sagar Malali	Assistant Manager (OLDR), HRMD
4	Shri Anand Dodia	Senior Assistant (OLDR), HRMD
5	Shri Vasu Jain	Representative from M/s Coffee Day Beverages
6	Shri Satish Sikhwal	Representative from M/s Coffee Day Beverages
7	Shri Abhishek Govekar	Representative from M/s Waghbakari
8	Shri Anurag Bhamidipaty	Representative from M/s Roastea
9	Shri Shantanu Lal	Representative from M/s Chaipoint