



Estate Department
Reserve Bank of India, Thiruvananthapuram

Minutes of Pre-Bid Meeting – Tender for renovation of RD Secretariat of Bank's Main Office building, Thiruvananthapuram

Pre-bid meeting for the [captioned work](#) was conducted as per the schedule indicated in Notice Inviting Tender (NIT) on July 11, 2025 at 11:00 AM at Estate conference room in 2nd floor of Main office building. List of participants are indicated below:

(a) List of Bank's Officials who attended the meeting

1	Shri. Santhoshkumar P S	Manager (Tech-Civil)
2	Smt. Ranjana N	Assistant Manager
3	Shri. Vaishnav Unnikrishnan	Assistant

(b) List of representatives from Architect firm who attended the meeting

1	Rohit Noble	Architect, M/s Shibu Aboosali Architect
2	Aravind B P	Architect, M/s Shibu Aboosali Architect

(c) List of Contractors' representatives who attended the meeting

Sl No	Name of the Representative	Name of the firm
1	Joby George	Cochin Timbers
2	Roy Chandy	Roshtruth Associates
3	Anil Kumar B	Anil Kumar B
4	Pradeep V K	EC Solutions
5	Rahul Rajeev	Raglo Pvt Ltd
6	Manu	Instyle decorators
7	Pranav Raj	Ashly furnishing
8	Manikuttan	Ashly furnishing

2. Shri. Santhosh Kumar P S Manager (Tech-Civil) welcomed the participants to the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender. The details of queries raised by the Contractor and clarifications / comments of the Bank are tabulated below:

Sl. No.	Points of discussion	Bank's Clarifications
a	Time of completion of work	It was informed that time of completion of work is 12 weeks from the 10 th day of date of issue of work order and the Contractor has to take all the



		required efforts to complete the entire works within the time schedule. Extension of time shall be considered only if it is inevitable.
b	Item wise clarifications on specifications in the BOQ and relevant drawings attached in the tender.	As requested by the participants, Bank's Engineer and Architect's representatives were explained the specifications and drawings for various items of works in the tender. Item no. 14 – Size of vitrified tile to be considered is 1600mm x 800mm & item no. 15 - Size of vitrified tile to be considered is 1800mm x 1200mm tentatively. Item no. 37 – Decorative wooden door – Both faces of the door shutter shall be fixed with 4mm thick BWP grade marine plywood and then clad with 8mm thick teakwood panels, as shown in the drawing.
c	Material storage and debris removal.	It was clarified from Bank's side that open storage space shall be available for keeping the materials procured, on temporary basis, within the Bank premise. The debris generated during the renovation work shall be removed from Bank's premise and clean the work site on regular basis, as per the scope in the tender.
d	Basic prices of materials and approved brand/ manufacturer.	It was clarified by the Bank that the quality of materials to be used for the work should not be compromised and should be procured from the approved list of brands/ manufacturer after obtaining prior approval from Bank. Basic rate of procured materials shall be got approved from Bank, before procuring these items. Other queries about the tender was clarified from Bank's side.
e	Time of work	It was clarified by the Bank that the work can start even before office hours and may continue up to 10.30 pm on prior intimation to the Bank.



f	EMD exemption if any, for MSME vendors	No exemption for MSME vendors. All vendors need to submit EMD of required amount in prescribed format to become eligible.
g	Last date of quotation	It was clarified by the Bank that the last date of submission of e- tender in MSTC portal is on July 18, 2025. However, the vendors are requested to submit the tenders well in advance to avoid any last minute hitches.

3. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting along with details indicated in the Tender document shall form part of the Tender/Contract.

4. The meeting concluded at 12:30 pm.

**Regional Director
(Kerala and Lakshadweep)**