



Pre-bid meeting

E- Tender for providing Manpower, Maintenance and Housekeeping Services at Office Premises and Leased Residential Accommodations of Reserve Bank of India, Agartala

E-tender no.- [RBI/Agartala/Agartala/3/20-21/ET/292](#)

A pre-bid meeting for the captioned e-tender was held at 15:00 hrs on **November 19, 2020** at Reserve Bank of India, 2nd Floor, Jackson Gate Building, Lenin Sarani, Agartala, Tripura - 799001. The pre-bid meeting was attended by the representatives of the vendors and officials of Reserve Bank of India, Agartala. The minutes of the meeting and list of participants are furnished in the [annex](#).

It may be noted that these minutes of the pre-bid meeting shall form part of the Tender document. Rest of the terms and conditions and specifications of the bid document remain unchanged. The clarifications are issued for information of all the intending bidders. Submission of bid by the firm shall be construed to be in conformity with the bid document and the clarifications given below.

Date: November 19, 2020

General Manager (Officer-in charge)
Reserve Bank of India
Agartala

E- Tender for providing Manpower, Maintenance and Housekeeping Services at Office Premises and Leased Residential Accommodations of Reserve Bank of India, Agartala

Minutes of the pre-bid meeting

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| Sl. No. | Particulars | Points reiterated by the Bank |
|---------|---|---|
| 1 | Type of Experience | <p>The bidders should fulfill the following criteria for minimum period of experience:</p> <p>i) Bidders should have continuous experience of three years from April 01, 2017 to March 31, 2020.</p> <p>ii) The bidder must be providing services exclusively for (i) housekeeping works, i.e, pertaining to cleaning and sweeping, (ii) office attendant work and (iii) electrician-cum-Office attendant works in any of the reputed Public/Private Sector banks/enterprises.</p> <p>iii) The Firm should produce the copies of work orders and work completion certificate from clients as mentioned above. No other kind of work experience would be accepted.</p> |
| 2 | Documents required for technical evaluation. | Bidders are advised to submit all the documents as mentioned in the tender. Non-submission of any required document will lead to rejection of the bid. Moreover, allowing additional time for submission of the documents is at Bank's discretion. |
| 3 | Solvency certificate | The firm should furnish a recent solvency certificate issued by their Banker (preferably after November 13, 2020), specifically for the purpose of the work, for a minimum amount equal to the estimated cost. |
| 4 | Minimum value of completed work under a single contract | Experience of having successfully completed work under a single contract during April 01, 2017 to March 31, 2020 costing not less than 80% of the estimated cost. The contract should pertain to either one or more of the following works, namely, (i) housekeeping i.e, pertaining to cleaning and sweeping, (ii) office attendant work and (iii) electrician-cum-Office |

| | | |
|---|---------------|---|
| | | attendant works. The contract should be for a continuous/unbroken period of minimum one year during the timespan April 01, 2017 to March 31, 2020. |
| 5 | Financial Bid | <p>The bidder should quote the minimum wages, EPF and ESIC, not less than the amount indicated in Table 2 of Part-II of the tender document. The quote should be per person per day basis. The quoted amount should be exclusive of GST and bonus. The service charge should not be zero or negative.</p> <p>In the event of a tie where multiple bidders have, in their financial bids, quoted the same lowest amount, the work will be awarded to the bidder which has the highest Average Annual Turnover in the last three Financial Years, <i>i.e.</i>, FY 2017-18, 2018-19 and 2019-20.</p> |

2. The details of the participants in the meeting are as follow:

Participants from RBI, Agartala.

| Sr no. | Name of RBI Officials | Designation |
|---------------|------------------------------|--------------------|
| 1. | Shri CDV Rangunath | AGM |
| 2. | Shri Ashis Mittal | Manager |
| 3. | Shri Sunil Kumar Pradhan | AM |

Representatives from various Companies/ Firms.

| Sr no. | Name of the Representative | Company/Firms |
|---------------|-----------------------------------|--------------------------------|
| 1. | Shri Mithan Roy | M/s All Tripura Security Force |
| 2. | Shri Samir R. Pow | M/s HRD CISF Pvt. Ltd. |
| 3. | Shri Saikat Das | M/s Open NSS Tripura |