



**भारतीय रिज़र्व बैंक
सम्पदा विभाग
नई दिल्ली**

Minutes of Pre-Bid Meeting – E-Tender for Providing Security Services at various properties of Reserve Bank of India, New Delhi

(E-Tender No. – [RBI/Delhi Regional Office/Estate/4/25-26/ET/216](#))

The Pre-Bid Meeting for the captioned tender was held in the Conference room of New Business area at 1st floor, Main Office Building at 11:00 hrs. on July 21, 2025. The meeting was chaired by Ms. Divya Sood Daur, General Manager, Estate Department.

Following staff members of RBI and representatives of potential bidders were present in the meeting:

Participants in the Pre-Bid Meeting:

RBI		
Sr No.	Name of Representative	Designation
1.	Ms. Divya Sood Daur	GM
2.	Shri Yogi Raj Sharma	GM (Tech.-Elect.)
3.	Shri Ajay Singh Yadav	DGM (P&SO)
4.	Ms. Subhadra Ramamoorthy	DGM
5.	Shri Sanjay Kumar	AGM
6.	Ms. Kagitapalli Susmitha	Manager
7.	Shri Amit Kumar	AM
Bidders /Firms		
	Name of Firm	Name of Representative
1.	Vikrant Safe Guard India Pvt. Ltd.	Ravi Singh
2.	A P Securitas	Vikash Choudhary
3.	Alert Enterprises	Sunita Kohli
4.	Rakshak Securitas Pvt. Ltd.	Ashutosh Kumar
5.	Swastik Electrotech Pvt. Ltd.	Sachin & Varun Maurya
6.	Boparai's Martial Security Pvt. Ltd.	Anita Daral
7.	Principle Security and Allied Services Pvt. Ltd.	Lalit Kumar
8.	Cyclops Security and Allied Services Pvt. Ltd.	Chandan Kumar
9.	Swift Securities Pvt. Ltd.	Durgesh
10.	CFS Management Pvt. Ltd.	Himanshu Chauhan
11.	Bombay Integrated Security (India) Ltd.	Sanjay

At the outset, the Chairperson welcomed the participating bidders and requested them to raise their queries in connection with the tender document.

The response / clarifications given to the bidders with respect to each query, are as given below:



Sl. No.	Queries	Reply/ Clarification
1.	<p>Is client certificate to be submitted only in the prescribed format or in any other format can also be used? As different organizations issue client certificate in different formats, it is difficult to get the detailed information as at point no. 13 of format 3A.</p>	<p>For eligibility criteria, the completion certificates along with the work order issued in the past will be accepted. However, the Bank will require the client certificate/s to be verified with reference to Pre-Qualification criteria i.e. one work of 80%, two works of 50% and three works of 40% of the estimated annual cost of the tender. The Bank will also ask for these certificates from clients in format 3A.</p> <p>This client certificate must contain information on all the points as indicated from S. No. 1 to 12 of the format 3A stated in the tender document. If the firms are not able to obtain information at serial no. 13 in detail, summary comments will be acceptable. Further, the Bank reserves the right to seek verification thereof from the client of the bidder.</p>
2.	<p>Are site visits mandatory or an undertaking in this regard can be submitted?</p>	<p>The site visit is not mandatory. However, it is advised to visit all the sites to get a better understanding of the scope of work/ services to be provided.</p>
3.	<p>With reference to Page No. 26, Sl. No. 8, it has been mentioned that "the bidder shall submit training certificate on Form 6".</p> <p>In this regard, we wish to clarify that the Training Certificate is issued on Form 4 by the authorized training centre/ agency, as per the relevant rules and practices. We request you to kindly confirm whether submission of the certificate on Form 4 shall be acceptable.</p> <p>Please also clarify how many Training Certificates for Supervisors and Security Guards need to be submitted for pre-qualification.</p>	<p>The 'Form 6' mentioned in the tender document is to be read as 'Form 4'.</p> <p>The mentioned certificate may be submitted by the successful bidder after award of work in respect of all personnel deployed.</p> <p>However, the documentary proof in support of training infrastructure/ arrangement must be submitted at the time of submission of bids as it is a part of the eligibility criteria. Either the bidder can have its own training centre, or it may have an MoU (Memorandum of Understanding) with any recognised training institute.</p>
4.	<p>With reference to Page No. 33, under "Details of Security Personnel and Walkie Talkie Required," we have</p>	<p>The Bank already has its own Head Security Guard at the office premises, to whom all the private security guards will be reporting to.</p>



	<p>observed that no Supervisor has been allocated for the following locations:</p> <ul style="list-style-type: none"> -RBI, MOB, Sansad Marg, New Delhi -RBI Staff Quarters, Sewa Nagar, New Delhi. <p>Considering the operational requirements and effective management of security personnel, we kindly request you to add one Supervisor for each of the above locations.</p>	<p>Further, the Bank's colony at Sewa Nagar is vacant.</p> <p>Due to reasons as stated above, there is no requirement of supervisors at these locations.</p>
5.	<p>(i) On Page No. 117, for Item Nos. 18 (Uniform charges) and 19 (Walkie-talkie charges), is there any restriction or ceiling on quoting zero or any other amount? If not, and if more than one firm quotes a rate of zero, how will the tender be awarded to a single firm?</p> <p>Will the bidder get disqualified if these components are quoted as zero?</p> <p>(ii) Uniform charges may be kept fixed.</p>	<p>(i) The query refers to the wage analysis given for illustrative purpose for items no 18 & 19 on page no 117. In the price bid the rates for corresponding item no D & E (Ref page 113 & 114 of the tender part II) must be non-zero. Further the rates quoted in price bid item no D & E should be standalone and not co- related or subsumed in any other item/s of the price-bid. It may be noted that any bidder quoting zero amount for these items will not be considered for evaluation.</p> <p>In case of more than one bidder quoting the same lowest prices, the successful bidder will be decided in terms of para 7 of the evaluation criteria mentioned in section III(c) of the Part I of the document.</p> <p>(ii) Uniform charges have not been kept fixed. It is reiterated that as per Clause 16 of Section IV (b), the cost of uniform and related items must be quoted in the price bid.</p>
6.	<p>Are charges for Insurance policies to be reimbursed by the Bank?</p>	<p>No, the cost of insurance premium is covered under the Service Charge as mentioned at page no. 113.</p>
7.	<p>Can the Solvency Certificate issued for any other office of the Reserve Bank of India be used for this tender also?</p>	<p>The solvency certificate addressed to any office of the Reserve Bank of India will also be considered provided the same is issued for value not less than the 100% of the estimated annual cost of the tender. However, the date of such solvency certificate must be not earlier than January 01, 2025,</p> <p>The format of Solvency Certificate is already included in the tender document in format V.</p>



8.	How will the percentage of penalty within the range be used as it is too high at 5%?	The penalty for operational lapses and statutory non-compliances will be imposed as detailed in section IV(c), the quantum of penalty will be decided based on the severity and risk associated with the operational lapse/non-compliance. The Bank reserves the right to impose a penalty of upto 0.5% of the monthly bill amount per instance subject to a maximum of 5% of the total monthly bill.
9.	Whether MSME firms are exempt from submission of EMD?	All the firms are required to submit EMD.
10.	Who can be the Signing authority for the e-tender and other documents.	The person holding the power of attorney can upload tender using DSC and also sign papers to be uploaded along with the part 1 of the tender.
11.	Clarification with respect to footnote to Annexure XII, containing wage analysis.	It is clarified that the foot note may be read as, <i>"The Contractor's Profit/Service Charge must be quoted equal or more than five per cent of the total wages specified in SI. No. 16 (above), which works out to be ₹26,82,267/- (inclusive of GST/ applicable taxes). Bids quoting the Contractor's Profit/Service charge below such amount will be rejected without assigning any reason thereof"</i> .

The meeting ended with a vote of thanks to the Chair and all the representatives of potential bidders.

Note: Above amendments / clarifications are issued for information to all intending bidders. Minutes of the pre-bid meeting shall form part of tender. All other parts of the tender document continue to remain unaltered. Submission of tenders shall be construed to be in conformity to the bid document and amendments/clarifications. All bidders are advised to print the pre-bid meeting minutes, affix their signature / stamp, and upload this document along with other necessary papers under submission of Part I of the Tender on the MSTC portal.