



Reserve Bank of India/ भारतीय रिज़र्व बैंक
Human Resource Management Department / मानव संसाधन प्रबंध विभाग
Guwahati / गुवाहाटी

Minutes of Pre-Bid Meeting - E-Tender for providing Catering and Maintenance Services at the Officers' Lounge and Dining Room (OLDR) and supply of tea/ coffee at Main Office Building, Reserve Bank of India, Guwahati

E-tender no: [RBI/Guwahati/HRMD/1/26-27/ET/11](#)

In terms of the captioned e-tender dated April 06, 2026, a pre-bid meeting was held at the Video Conference Room, 4th floor, Reserve Bank of India, Station Road, Pan Bazar, Guwahati on April 20, 2026. The list of participants from the Bank and prospective tenderers is given below:

i. Bank Officials:

Sl. No.	Name	Designation
1	Ms Zinia Baruah	AGM
2.	Ms Tsering Dolkar	AM

ii. Prospective Tenderers' Representative:

Sl. No.	Name of the Representative	Name of Agency/Firm/Company
1	Shri Jitendra Singh	M/s J S Catering Services
2	Ms Kavita Das	M/s Ranjit Kaushik

2. The queries raised by the participants during the meeting vis-à-vis the clarification given by the Bank are as given below:

Sr. No.	Queries	Clarification furnished by RBI Official
I.	Whether the yearly consumption figures of all menu items stated in the financial bid-Form 3 are actual?	The yearly consumption figures of all menu items mentioned in the Financial Bid Form 3 (Part II of Section VI) of the tender document are indicative only and may vary based on actual usage during the contract period.
II.	Whether infrastructure will be provided by the Bank?	The infrastructure as mentioned in Para-D of section V.3 of the tender document will be provided by the Bank.

III.	Whether accommodation facility for the catering staff of the bidder will be provided by the Bank?	As per para I(b) and I(c) of Section V.3 of the tender document, only the minimum statutory wages (including Minimum Wage, Variable Dearness Allowance (VDA), Employees' State Insurance (ESI), Provident Fund (PF) contributions, and bonus) applicable to the thirteen (13) deployed staff, as mandated by the Central Government's Ministry of Labour and Employment and updated periodically, inclusive of applicable GST shall be reimbursed by the Bank. Accordingly, no accommodation facility shall be provided by the Bank for the catering staff of the successful bidder, and the same shall be arranged by the successful bidder at its own cost.
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3. The above clarifications are being issued for the information of all the intending bidders. Minutes of pre-bid meeting shall form the part of tender. Hence, it shall be signed and submitted along with the tender by the tenderers. Rest of the terms and conditions and specifications as mentioned in the tender documents shall continue to remain the same. The submission of bid by the firm shall be construed to be in conformity to the bid document and clarifications given above.

**Regional Director
Reserve Bank of India
North Eastern States**