



**Human Resource Management Department, Jammu
Officers' Lounge and Dining Room Section**

Minutes of Pre-Bid Meeting: Providing catering services in Officer's Lounge and Staff Canteen at Main Office Building/Annexe Building, Railhead Complex, RBI, Jammu

The Pre-bid meeting for the [captioned tender](#) was held on February 26, 2021 from 12:30 pm to 01:00 PM in DGM, HRMDs cabin, First Floor, RBI, Jammu under social distancing norms. The meeting was chaired by Sh. Pranab Mohanty, Deputy General Manager, HRMD, RBI, Jammu. Officials from HRMD, Reserve Bank of India, Jammu and representative of one prospective bidder participated in the meeting. The list of participants is as per [Annex-I](#).

2. At the outset, DGM welcomed the participants and discussed the agenda points (as per Table). Thereafter, queries were invited from the prospective bidder regarding the captioned tender. The queries raised by the prospective bidders during the meeting along with our clarifications and comments are mentioned in the table below.

| S.No. | Agenda Points / Query | Comments / Clarification |
|-------|---|--|
| 1. | Will the wages to be paid to the workers (deployed in tea/coffee canteen) be revised as and when minimum wages are increased or kept same for the period of the contract? | It was clarified that as and when the minimum wages are revised by the Government of India, the agency has to notify the Bank and the same will be reimbursed by the Bank. As per the notification Order dated October 12, 2020 issued by Office of Chief Labour Commissioner (C), Ministry of Labour and Employment, New Delhi, the current wages per day in Area B for semi-skilled workers is Rs. 603/- (Wage Rs. 494 + VDA Rs. 109) and that of unskilled workers is Rs. 534/- (Wage Rs. 437 + VDA Rs. 97/-). |
| 2. | Clarification was sought regarding number of persons in the tea/coffee canteen. Can the number of persons to be deployed in the tea canteen (to whom minimum wages will be paid by the Bank) be increased from three as mentioned in the tender document? | It was clarified that the number of persons to be deployed in the tea canteen shall remain same (i.e three) as mentioned in the tender document. However, increasing the number of persons to be deployed in tea/coffee canteen may be considered at a later stage depending upon the requirements of the office. |

Details of Participants: Pre-bid meeting held on February 26, 2021

The following Bank's officials and representative of prospective bidder were present during the pre-bid meeting:

| Sr No. | Name and Designation of RBI Officials |
|---------------|--|
| 1. | Sh. Pranab Mohanty, Deputy General Manager |
| 2. | Sh. Debojit Barua, Manager |
| 3. | Sh. Anuj Raina, Assistant Manager |

Prospective Bidders' Representatives present during the pre-bid meeting:

| Sr No. | Prospective Bidder firm | Representative Name |
|---------------|--------------------------------|----------------------------|
| 1. | M/S Ranjeet Caterers. | Sh. Kiranjeet Singh |

Note: This document shall form a part of the tender. All other terms & conditions will be as per the tender document.