



ESTATE DEPARTMENT
Lucknow

**Minutes of Pre-Bid Meeting – Annual Maintenance Contract for Housekeeping and Cleaning of Bank’s Main Office
Premises, Reserve Bank of India, Lucknow**

With reference to our [tender](#) floated on MSTC website on September 02, 2020 for Annual Maintenance Contract for Housekeeping and Cleaning, a pre-bid meeting was conducted in Conference Room, RBI, Lucknow on September 11, 2020 at 1100 hours. The following members attended the meeting.

Name of the RBI officials	Designation
Sh. Markandey Chaturvedi	Assistant General Manager
Sh. Sahil Verma	Manager
Sh. Mukesh Raj	Assistant Manager

Name of the Representative of the firm	Name of the firm
Sh. Aashish Kochar	United Enterprises

The following points were discussed:-

SI No	Name of Firm	Clarification as stated tender document	Query/Suggestions by the Firm	Bank's Remarks
1	United Enterprises	Eligibility Criteria	The vendor has enquired that they are undertaking the work of Integrated Facility Management at various organizations. Whether these IFM work will qualify for participating in the tender?	Integrated Facility Management (IFM) works will qualify subject to condition that the prime work of IFM should be cleaning services and the value of this work should not be less than the estimated value.
2	United Enterprises	Documents to be Uploaded	The vendor has enquired that whether the documents in support of eligibility criteria needs to be uploaded or forwarded?	All the documents required in support of eligibility for participating in the e-tender shall be uploaded on MSTC platform in soft copies, as per mentioned in tender document.
3	United Enterprises	Office/Set Up in Lucknow	The vendor has enquired that whether the firm should have office setup in Lucknow.	As per the tender provisions. The firm may have adequate presence in Lucknow. (as per provisions given of page no 13 of tender document)
4	United Enterprises	Machinery Requirement	Whether there is any specific cleaning machine requirement?	The mechanized cleaning is preferable but there is no specific machine required or mentioned by the bank.
5	United Enterprises	Timeline for Submission of tender	The vendor has enquired about the last date of submission of the e-tender	As per the tender provisions. The last date of submission of EMD and e-tender is 14:00 hrs of September 23, 2020.

6	United Enterprises	Quotation of rates	How to quote the rates in the part-II of the e-tender.	<p>The vendor has to fill rate under various heads such as Basic Wages, VDA, EPF, ESI etc. for single person only. The system shall calculate the entire amount of 02 Supervisors and 19 Cleaning Staff for 12 months as per pre-applied formula.</p> <p>For Cleaning Material, the rate is to be quoted for one month only and the system shall calculate the entire amount for 12 months as per pre-applied formula.</p>
7.	United Enterprises	Working Hours	What Shall be the working hours for cleaning staff?	As per tender provisions. The normal working hours will be 08 hours per day.
8.	United Enterprises	Client Certificate	Whether client certificate is to be provided in a specific format?	The client certificate shall be as per RBI format given in the tender document and on the letter head of client.