



मानव संसाधन प्रबंध विभाग
आबंटन अनुभाग

HUMAN RESOURCES MANAGEMENT DEPARTMENT
ALLOTMENT SECTION

Minutes of Pre-Bid meeting - Facility Management Services - Caretaking and Catering services to VOF and Trainee Flats situated in RBOQ Koyembedu and Anna Nagar

The Pre-Bid meeting for the [captioned work](#) was conducted as per schedule on May 24, 2022- at 11.30 AM at Conference Room No 1, 2nd floor, Reserve Bank of India, Chennai. The following staff members of RBI and firms / prospective tenderers were present during the pre-bid meeting:

Sl. No.	Name and Designation of the RBI Official
1	Shri D Srikumar, AGM (ZTC)
2	Shri Santosh K, AGM (HRMD)
3	Shri P Vinay Rajiv, Manager (HRMD)
4	Shri Uppala Nagaraju, AM (HRMD)
5	Shri Sunil Kadam, AM (ZTC)
6	Shri Abraham K, AM (HRMD)

SI No.	Name of the Firm/Company	Name of the Representative
1	Sri Raghavendra Enterprises	Shri Manikandan

Queries raised by the above company / firm vis-à-vis clarifications are as follows:

Sl. No.	Queries / Proposals	Clarification furnished by RBI Official
1.	Whether Manpower / labour for RBOQ, Anna Nagar VOFs will be increased?	Based on the occupancy and usage, a decision on increasing labour force will be taken at a later point of time. Please refer to Page 15 of the Tender Document (Section IV – General Terms & Conditions)
2.	Whether any exemption of EMD is applicable.	Exemption of EMD is not applicable.
3.	Do we have to increase / hike ESI & EPF contribution when minimum wages increased?	Yes. For further information please refer to page 11 of Tender Document – Part II (Financial Bid)



4.	During submission of bids in MSTC portal, do we have to quote the rates including GST?	No. The rates may be quoted excluding GST. Please refer to page No. 58 of the Tender Document.
5.	How should quotation for Newspaper be given?	Please refer to Page 59 of Tender Document. The quotation may be provided for providing one newspaper per room for a period of one year.
6.	Whether rates for food be quoted along with the other rates like minimum wages, welcome kits and beverage kits?	No. Rate Card for food items may be shared after Work Order is issued to the selected vendor. The same will be approved by Office, if rates are mutually agreeable.
7.	Should the rates for Laundry of Occupants be included in quotation?	No. Laundry rates for the linen of VOFs / Trainees' flats should be factored in before quoting the rates. The expense of laundry for Occupants will be borne by the Occupants directly.

2. Above clarifications are issued for the information for intending bidders. Minutes of pre-bid meeting shall form the part of bid document / Agreement. All the terms and conditions and specifications of the bid document shall continue to remain same. Hence, it shall be signed and submitted along with the tender by the tenderers. Submission of Bids shall be construed to be in conformity with the bid document and above clarifications.

Regional Director
RBI Chennai