



**Mumbai Regional Office  
Human Resource Management Department  
Industrial Relations Discipline Cell**

**Minutes of Pre-Bid Meeting – Providing canteen facility for RBI staff in five different office buildings at Central Office Building, Amar Building, Byculla Office, Bandra-Kurla Complex and Cuffe Parade (WTC), Mumbai**

**E-Tender No. - [RBI/Mumbai/HRMD/1/22-23/ET/15](#)**

In line with our E-Tender No. - RBI/Mumbai/HRMD/71/22-23/ET/15 dated April 20, 2022 a pre-bid meeting was held at the New Conference Room, 1<sup>st</sup> Floor, HRMD MRO, on May 06, 2022, Mumbai at 11:30 AM. The list of participants from the Bank and vendors is given below:

**i. Bank Officials:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Shri Don John David	Manager
2	Shri Praveen John Phillip	Manager
3	Smt Snehal More	Assistant Manager
4	Shri Pruthviraj G M	Assistant Manager
5	Shri Sarvesh Deshmukh	Assistant

**ii. Vendor Representatives:**

<b>Sr. No.</b>	<b>Name of the Representative</b>	<b>Name of the Vendor</b>
1	Shri Manoj Poojary	Manoj Caterers
2	Shri Manoj Agrawal	Team India Managers Ltd. Food Culture
3	Shri Amar Tike	Team India Managers Ltd. Food Culture

2. The details of the queries raised by the vendors and the Bank's clarification/comments are given below:

<b>Sr. No.</b>	<b>Query</b>	<b>Clarification/Comment</b>
1	Whether the vendor can bid for both the tenders i.e. Officers Lounge and canteen services at a time	Yes.
2	Whether EMD is exempted for MSMEs	No.
3	Whether the kitchens mentioned in tender documents pertaining to catering and pantry services for Officers Lounge and canteen services are same.	No.
4	Whether the footfall mentioned in the tender document include the count	No. It is an indicative number of persons buying food from the canteen.



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	of the person eating their tiffin food in the canteen	
5	Whether the contractor has to raise the bills for any payment from RBI.	No. The contractor has to collect food charges from the staff.
6	Payment mode	Sodexo / UPI/ Debit card/ Credit card / cash
7	Mode of payment of EMD	NEFT
8	Whether the service at Lounge and canteen will be same.	No. There will be self-service in the canteen.

3. The meeting was concluded with a vote of thanks.

Note: The above amendments/ clarifications are issued for the information of all the intending bidders. Minutes of the pre-bid meeting shall form part of tender. All other parts of the tender document continue to remain unaltered. The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.