



भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA
कोची / KOCHI
परिसर अनुभाग / Premises Section

Minutes of the Pre-bid meeting cum Corrigendum

E-Tender for Management and housekeeping (including catering) of Transit Holiday Homes (THH) / Visiting Officers' Flats (VOF) of Reserve Bank of India at Kochi

E-Tender No. [RBI/Kochi/Estate/383/20-21/ET/586](#)

The pre-bid meeting for the captioned Tender was held at 15:00 hrs on February 26, 2021 as per the schedule of tender at the Conference hall in the Office Building of Reserve Bank of India, Ernakulam North, Kochi – 682018, by maintaining social distancing and as per COVID-19 protocols.

Shri. S Ravindran, Assistant General Manager (Premises), Shri. Baby Mathew, Manager (HRMD), Shri. Hari Krishnan P M, Assistant, and Smt. Reshma Sajeev, Assistant, were present from Bank's side and the representatives from the companies / agencies as per the [list attached](#) in Annex, participated in the meeting.

Shri. S Ravindran, Assistant General Manager (Premises), welcomed all participants to the meeting and invited for queries, if any, from the prospective bidders regarding the captioned tender.

Details of queries raised by representatives of various companies / agencies and clarification / comments / corrigendum of the Bank are tabulated below.

Sl. No.	Query	Comments / Corrigendum by the Bank
1.	What are the different categories under which the workers are considered for Basic Wages and variable Dearness Allowance	Minimum wages and / or Variable Dearness Allowance will be revised as per the Notification issued by the Chief Labour Commissioner (Central), Ministry of Labour & Employment from time to time with i.e. effective from 1st April and 1st October every year, for 'Industrial Workers' – 'CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING' for 'Area B'. The ' Supervisor / Dy. Supervisor ' shall be considered under the category ' Skilled / Clerical '; the ' Cooks ' shall be considered under the category ' Semi-Skilled / Unskilled Supervisory ' and the ' Helper cum Housekeeper cum Attendants ' shall be considered under the category ' Unskilled ' based on the nature of duties entrusted to them. The bidders shall keep in mind the latest wage structure while offering rates.

2.	Whether Bank will revise the amount quoted under Serial Number 1 of the Financial Bid i.e. Amount for Basic Wages and Variable Dearness Allowance (VDA)	<p>The Bank will accept the Contractor's claim for revision of the amount quoted only under Serial Number '1' of the Financial bid only when changes in the components of Minimum rates of wages viz. the Basic rates and Variable Dearness Allowance (VDA), are announced by the Government of India under the Minimum Wages Act / The Code on Wages, 2019, whichever is relevant. Refer para "4.49" of the tender document for more details. However, there will not be any limit in revision of the amounts quoted under serial number 1 of the financial bid.</p> <p>Accordingly, para "4.49" in page number 23 of 46, stands corrected / amended as given below:</p> <p>"The quote offered by the contractor in the financial bid shall be firm and final and the Bank will not entertain the Contractor's claim for revision of rates during the currency of contract except when changes in the components of Minimum rates of wages viz. the Basic rates and Variable Dearness Allowance (VDA), are announced by the Government of India under the Minimum Wages Act / The Code on Wages, 2019, whichever is relevant. The amount of such hike in monthly contract amount, proportional to the monthly duties, will be restricted only to the increase in Basic rates and Variable Dearness Allowance (VDA). Any other components which form part of wages or allowance which are statutory in nature viz. EPF, ESI, Bonus etc. which are dependent on the Basic rates and/or Variable Dearness Allowance (VDA) will not be considered by the Bank for the revision in monthly contract. The contractor shall keep in mind the possible escalation of these statutory components other than Basic rates plus VDA and offer their best rates in such a way as to accommodate these incremental costs under Serial number '2' of the financial Bid. The revision in monthly bill amount will be restricted to the amount quoted under serial number '1' of the financial bid and the revision will be done only proportionally to the increase in basic rates and variable dearness allowance (VDA) parts of the wages. The decision of the Bank in the matter will be final."</p>
3.	Whether Bank will revise the amount quoted under Serial Number 2 of the Financial Bid.	The Bank will not revise the amount quoted under Serial Number 2 of the Financial Bid, during the currency of the contract. However, at the time of renewal of the contract, if any, the Bank may consider revision in service charge component (Serial No. 2 of the Financial Bid) of the contract amount, and it will be restricted based on Consumer Price Indices for Industrial Workers (CPI-IW).

4.	The cost for which all materials will be reimbursed by the Bank.	The cost of Welcome Kit, Mineral Water, Newspapers and Tea/Coffee Kit only will be reimbursed by the Bank. Refer para 5.16 of tender document for more details. All other materials like cleaning materials, detergents, disinfectants, equipment, machinery, cooking gas etc. must be procured at the contractor's cost. The charges for the same shall be included under serial number '2' of financial bid.
5.	Which brands of cleaning materials etc are to be used.	<p>The Contractor may utilize only the approved (by the Bank) brands of cleaning materials / chemicals for housekeeping / cleaning works as detailed below.</p> <p>a) Cleaning of floors, tiles, water closets / toilet bowls, urinal pots, washrooms and other surfaces: Halide Chemicals, Lizol, Presto, Domex, Care Clean, Harpic, RevaChem, Tasky/Diversey, Schevaran, Sanifresh or any equivalent BIS certified and eco-friendly products.</p> <p>b) Hand Wash Liquid: Godrej, Palmolive, Dettol, Lifebuoy or equivalent.</p> <p>c) Air Fresheners: Godrej, Odonil, Airwick or equivalent.</p> <p>d) Glass cleaners: Halide Chemicals, Colin or equivalent.</p> <p>e) All other consumables / detergents / chemicals, for any other housekeeping / cleaning works, shall be of standard quality and approved by the Bank.</p> <p>f) The quantity used for the same may be as per the manufacturer's specifications.</p> <p>g) It may be noted that the Bank reserves the right to amend the list of approved brands and also instruct to use any other brands other than the ones specified above for any of the housekeeping / cleaning works from time to time.</p> <p>In this connection, the following amendments / corrigenda in the Tender document is notified:</p> <p>1. The wordings and figures under Para "5.5.6." in page number 28 of 46, of the tender document, shall be replaced by the following: "Room fresheners and deodorants (of reputed and approved brands) are to be made available in all the rooms, toilets, lounges and all common toilets. Hand wash liquids of approved brands also has to be made available in all common wash basins. All the above may be replenished immediately by the Agency whenever required and the cost may be borne by the agency."</p>
19.	Whether any relaxation in EMD available for NSIC / MSME / MSE registered agencies	No.

The meeting concluded by 15:30 hrs.

Pre-bid meeting for the E-tender for Management and housekeeping (including catering) of the Bank's Transit Holiday Homes (THH) / Visiting Officers' Flats (VOF) at Kochi.

List of Participants

Sl. No.	Name of the Participant	Name of Company / Firm / Agency	Mobile No.
1.	SIVACHANDRAN	RAGHAVENDRA ENTERPRISES -	9995508536
2.	Chandru	//	7904197884
3.	Rakesh kundan siva	cherish hospitality	7788970810
4.	Banu jeeva	a //	8281220509
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