



RESERVE BANK OF INDIA
Human Resources Management Department
Bhubaneswar

Minutes of Pre-bid meeting – E-Tender – Service contract for Maintenance, Housekeeping and Catering arrangements at (Reserve Bank of India) Visiting Officers' Flat (VOF), Transit Holiday Home (THH) and Medical Flats situated at Bhubaneswar.

Tender No.- [RBI/Bhubaneswar/HRMD/18/21-22/ET/249](#)

As per the Schedule, a Pre-Bid meeting for the captioned tender was held on November 24, 2021 at 11:00 AM in VC Room, 2nd Floor, RBI, Bhubaneswar to clarify the queries of the prospective bidders.

The pre-bid meeting was attended by the representatives of following vendors:

1. Maazda Caterers
2. Monami
3. Paradise Enterprises

On behalf of Reserve Bank of India, Bhubaneswar, the following officials were present:

1. Shri T.K. Mahapatra, Assistant General Manager, HRMD
2. Shri Santosh Kumar Behera, Manager, HRMD
3. Shri Udit Jaiswal, Assistant Manager, HRMD
4. Shri Siddhanta Mohanty, Assistant, HRMD

The meeting was conducted to brief the bidders about the tender conditions, clarify any queries thereof and to sensitize them about how to submit e-Tenders on RBI portal of MSTC website. Further to the discussions held with the tenderers, clarifications arrived thereof are indicated as under.

Sl. No.	Questions raised by firm's representative	Clarification given by the Bank
1.	Disqualification in part-I (Techno-Commercial Bid)	<p>It was informed that the marks obtained by the bidders in Part-I (technical bid) would be communicated through mail. They can raise query with regards to disqualification/marks within the time limit specified in the mail. Any queries received from the bidders after the cut-off time would not be entertained and the marks awarded would be treated as Final.</p> <p>Further, it was also informed that all the relevant documents/certificates should be uploaded in MSTC portal. Submission of documents after opening of Part-I (Technical Bid) of the tender, will not be considered.</p>
2.	Vendor raised query regarding consideration of payment of bonus in calculation of L1 rate.	It was clarified that bonus, if any, will not be considered for calculation of L1.
3.	Entries in the price bid.	<p>All entries in the price bid must be in whole number, not in decimal. The entries in price bid cannot be NIL. Bids having NIL and decimal entries will be rejected.</p> <p>Further, it was informed that if the value in Paise is 50 Paise or more, it is to be rounded upward to the nearest Rupee, and, if the value in Paise is less than 50 Paise, it is to be rounded downward to the nearest Rupee.</p>

4.	Vendor raised query regarding submission of Solvency certificate as indicated in Section 1.1.1 (e) under Eligibility/Pre-Qualification Criteria of Part-I.	It was clarified that Solvency Certificate must be valid as on the last date of tender application. Further, it was informed that if the bidder's bank has already issued a Solvency certificate of an amount which is equal to or greater than ₹40 lakh and the concerned bank is not in a position to issue a new one, then the bidder has to get a separate certificate from the bank declaring that the said Solvency Certificate is valid and can be used for participating in Tender No.- RBI/Bhubaneswar/HRMD/18/21-22/ET/249.
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- All above points are noted and agreed by the bidders.
 - a. These minutes of pre-bid meeting shall form the part of tender document/Agreement.
 - b. Rest of the terms and conditions and specifications of the tender document shall continue to remain same.
 - c. The above amendments/ clarifications are issued for the information for all the intending bidders.
 - d. The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above

**Regional Director
Reserve Bank of India
Bhubaneswar**