



**संपदा विभाग / Estate Department
भारतीय रिजर्व बैंक / Reserve Bank of India
तिरुवनंतपुरम / Thiruvananthapuram**

Minutes of Pre-Bid Meeting –Tender for Creation of Conference Hall at Second Floor of Bank’s Main Office Building, Thiruvananthapuram

Pre-bid meeting for the [captioned work](#) was conducted on October 7, 2026 at 11.00 am at DoS Conference Room in 2nd floor of Main Office Building. List of participants is indicated below:

(a) List of Bank’s Officials who attended the meeting

1	Ms. Aiswarya Subramanian	Assistant General Manager
2	Shri. Santhoshkumar P S	Assistant General Manager (Tech-Civil)
3	Shri. Jithin Philip	Assistant Manager
5	Shri. Vaishnav Unnikrishnan	Assistant

(b) List of Contractors’ representatives who attended the meeting

SI No	Name of the Representative	Name of the firm
1	Shri. Joby George	M/s. Cochin Timbers
2	Shri. Santhosh S	M/s. Instyle Decorators and Distributors

(c) Details of Bank’s empanelled Architect/Consultant for the captioned work who attended the meeting

SI No	Name of the Representative	Name of the firm
1	Shri. Shibu Aboosali	M/s. Shibu Aboosali Architects
2	Ms. Saigeethalakshmi	M/s. Shibu Aboosali Architects

2. Ms. Aiswarya Subramanian, AGM, welcomed the participants to the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender. The details of queries raised by the Contractor and clarifications / comments of the Bank are tabulated below:

Sl. No.	Points of discussion	Bank’s Clarifications
a	Ceiling and Acoustic Works	The vendors were briefed about the details regarding the baffle ceiling fabrication and installation, spacing and layout orientation, measurement methodology, lighting fixture integration and ceiling demarcation by the Consultant.



b	Dismantling and allied civil works	The vendors were informed about the scope of dismantling, partition work, server room location, installation of doors, carpentry works to be done in line with drawings, specifications etc., and were advised to go through the tender document for details regarding the same.
c	Details regarding Pantry Area and units required for the same	It was informed that the details of specifications along with SS accessories details have been mentioned in the tender document and the vendors may go through the same and quote their rates accordingly.
d	Clarification on CPP Portal	It was clarified by the Bank that vendors can bid through the e-tenders link of CPP Portal and the same has been mentioned in the Tender Document. The bidders were advised to quote the rates exclusive of GST in the highlighted cells in BOQ for individual items, and GST shall be added automatically by the system. It was informed that the last date for submission of bids shall be October 19, 2026. They were advised to go through the tender document and the architectural drawings given in the document thoroughly before quoting rates in the portal.

3. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting along with details indicated in the Tender document shall form part of the Tender/Contract.

4. The meeting concluded at 11:45 am.

Regional Director
(Keralam and Lakshadweep)