Estate Department/ संपदा विभाग
Mumbai Regional Office/ मुंबई क्षेत्रीय कार्यालय

Providing and rendering Facility Management Services (FMS) for carrying out day to day maintenance works for various trades like Carpentry, Sanitary-Plumbing, Electrical/Mechanical, Air conditioning etc. under supervision by providing specified manpower in respective trades, for Bank's various office premises under jurisdiction of Estate Office, Fort, Mumbai (World Trade Centre, Makers Tower, Nariman Bhavan, MTNL & Main Office Building and Amar Building) – Minutes of Pre-Bid Meeting

The Pre-Bid meeting for the captioned tender (Tender ID. 2026_RBI_288412_1) was conducted on October 27, 2026, at 11:30 AM at Estate Office Conference Room, MRO. The list of participants is attached as **Annexure I**.

2. Bank's clarifications regarding queries raised by the firms are detailed below:

A. Queries raised by the M/s Swastik Electrotech Pvt Ltd:

Sr No	Query	Clarification by the Bank
1	The firm informed that manpower requirements for LIC Building have not been specified in the tender document	Manpower requirement for LIC Building shall be utilized from the manpower of Main Office Building and Amar Building.
2	The firm sought clarification on the scope of inclusions and exclusions for – (i) Contractor to provide everything necessary at his cost & (ii) Setting out of services/work	It is clarified that the contractor shall arrange the necessary tools, equipment and consumables to execute all works specified in scope. The same is included in BOQ/scope and no additional payment will be made in this matter. Bidders shall visit each site to understand the scope of work and requirements well before quoting the rates.
3	The firm requested that Accidental Insurance Policy of ₹5 Lakh per person be replaced with a group medical insurance policy (health) providing coverage of ₹3 Lakh / ₹5 Lakh per person.	It is mandatory to submit Workman Compensation Policy and Third Party Liability Policy as per the original provisions of the contract.
4	The firm sought clarification on applicability of minimum wages of central government or state government for the wages being paid to the manpower.	Minimum wages notified by the central Government are applicable for the tender.
5	The firm requested to consider permitting AC Plant Operators/Technicians/plumbers to have at least 3 years of relevant	The eligibility criteria shall remain as specified in the tender provision

	experience instead of an ITI certification.	
6	The firm informed that the bonus and ESIC are not applicable due to wages exceeding the prescribed threshold of ₹21,000/- per month. Also, the firm requested to consider the payment of wages / salary date as 7th of every subsequent month.	Bonus and ESIC shall be availed to the labour as per the extant norms of the labour Codes. Further the payment of wages / salary shall be made by 7th of every subsequent month.
7	The firm informed that as per the amended labour laws, gratuity becomes applicable after 12 months of regular service and the tender period for the captioned work is 1 year plus 2-year renewal. Accordingly, firm requested to approve reimbursement of gratuity payment.	Liability towards the payment of gratuity shall be quoted in the monthly rates of the manpower requirement and no reimbursement shall be made separately for the same.

B. Queries raised by BVG India Ltd

Sr No	Query	Clarification by the Bank
1	The firm requested to allow minimum mobilization period of 30 days from date of issuance of work order for recruitment of manpower, completion of background verification, documentation and on-boarding formalities, as well as arrangement of necessary machinery, tools and other required equipment's.	Work shall be commenced from 14th day from date of issue of work order.
2	The firm sought clarification on submission of client certificates in the physical/hard copy manner.	Client certificate and all other required pre-qualification documents shall be uploaded on the CPP Portal while submitting the bids.
3	The firm sought clarification on the name of the work mentioned in the uploaded BOQ on CPP Portal is mismatched with the tender workname of the work on BOQ – Renovation of Work of washroom adjacent to lobby in executive area at 1st floor, Main Office Building	The error in the name of work in BOQ is typographical in nature. All the prospective bidders are requested to read the name of work as - *Providing and rendering Facility Management Services (FMS) for carrying out day to day maintenance works for various trades like Carpentry, Sanitary-Plumbing, Electrical/Mechanical, Air conditioning etc. under supervision by providing specified manpower in respective trades,*

		for Bank's various office premises under jurisdiction of Estate Office, Fort, Mumbai (World Trade Centre, Makers Tower, Nariman Bhavan, MTNL & Main Office Building and Amar Building) instead of *Renovation of Work of washroom adjacent to lobby in executive area at 1st floor, Main Office Building*.

C. Other Queries

4	The firms sought clarification on arrangements to be made for supply of diesel as per the clause (xiii) on page 47 of tender document.	Reimbursement for the supply of diesel/fuel shall be done separately on actual basis

3. a) These minutes of the pre-bid meeting shall form a part of the tender. Hence, it shall be signed and uploaded on CPP Portal along with the tender documents by the tenderers.

b) All the remaining terms and conditions & specifications of the tender document shall continue to remain the same.

c) Submission of bid by the firm shall be construed to be in conformity with the bid document and minutes of the pre-bid meeting.

Annexure I

List of Bank's officials who attended the meeting:

	Reserve Bank of India	
Sr. No.	**Name**	**Designation**
1	Shri Nitesh Prasad	Assistant General Manager (Tech-Ele.)
2	Shri Sanjeev Jain	Assistant General Manager (Tech-Civil)
3	Shri Devendra Netam	Assistant General Manager
4	Shri Shashank Agarwal	Manager (Tech-Ele.)
5	Shri Raju P. Mhatre	Manager (Tech-Ele.)
6	Shri Sunil Raut	Assistant Manager (Tech-Civil)
7	Shri Sanket Gunjal	Assistant

List of representatives of participating firms:

Sr. No.	Name of the representative	Name of the firm
1	Shri Niranjan Kumar Tiwari	M/s Swastik Electrotech Pvt Ltd
2	Shri Rohan Ketkar	M/s BVG India Ltd
3	Shri Sahastrajit Singh	M/s Sterling & Wilson Pvt Ltd
4	Shri Atul Karmarkar	M/s Sumeet Facilities ltd