



**भारतीय रिज़र्व बैंक  
सम्पदा विभाग  
लखनऊ**

**Minutes of Pre-Bid Meeting: E-Tender for Annual Maintenance Contract for providing Housekeeping and Cleaning Services for Main Office Building of Reserve Bank of India, Lucknow**

With reference to our tender floated on MSTC website on July 17, 2026, for E-Tender for [Annual Maintenance Contract for providing Housekeeping and Cleaning Services for Main Office Building of Reserve Bank of India, Lucknow](#), a pre-bid meeting was conducted in Conference Hall, RBI Lucknow on July 23, 2026, at 1100 hours. The following members attended the meeting.

| <b>Name of the RBI officials</b> | <b>Designation</b>               |
|----------------------------------|----------------------------------|
| Smt. Himani Shekhar              | Assistant General Manager        |
| Sh. Avinash Kumar                | Manager (P&S)                    |
| Sh. Dishant Chandrayan           | Manager                          |
| Sh. Vijay Kumar Gupta            | Assistant Manager                |
| Sh. Nitesh Kumar                 | Assistant Manager                |
| Smt. Harshita Tripathi           | Assistant Manager (Tech – Civil) |

List of Contractor's representatives who attended the meeting:

| <b>Name of Representative of the firm</b> | <b>Name of the firm</b>                     |
|-------------------------------------------|---------------------------------------------|
| Sh. Inderbhan Singh                       | M/s Rakshak Securities (P) Ltd.             |
| Sh. Ram Chandra                           | M/s First Man Management Services Pvt. Ltd. |
| Sh. Bharat Prasad                         | M/s Gautam Traders                          |

2. The Pre-Bid queries by the vendors and Bank's remarks on the queries are as under:

| <b>S.No.</b> | <b>Pre-Bid Query</b>                                                                                                                | <b>Bank's Remarks</b>                                                                                                                                                                                                                                                                                                                                  |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | What will be the deciding factor for concluding the L1 Bidder?                                                                      | The L1 bidder will be decided on rates quoted by the vendors for various items of work/ service contract.                                                                                                                                                                                                                                              |
| 2.           | Whether exemption in submission of Earnest Money Deposit (EMD) is applicable for the MSME bidders having Udyam Registration Number? | The exemption is not applicable as the estimated cost of the tender exceeds ₹10 lakh. As per extant instructions, the relaxation is applicable only to Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number) in all the procurements (goods, services or work contracts) having an estimated cost up to |

|    |                                                                              |                                                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                              | ₹10 lakh (including all taxes, duties, etc.)                                                                                                                                                                                                                 |
| 3. | What will be the provision for changing of manpower?                         | Please refer to Section I para 09 (ii) of the tender document.                                                                                                                                                                                               |
| 4. | Is there any specific brand for Machinery/safety equipment's to be provided? | No. The equipment/tools provided should be of good quality.                                                                                                                                                                                                  |
| 5. | Whether Gratuity payments are reimbursable?                                  | The expense / contributions, if applicable, made by the contractor in this regard shall be reimbursed by the Bank on production of actual documentary evidence.<br><br>The contractor shall ensure the payment of gratuity, payable under relevant Acts etc. |

**Please note:**

This document (Minutes of the Pre-bid meeting) shall form a part of the tender. Hence, it shall be signed and submitted along with the tender by the tenderers.

Rest of the terms and conditions and specifications as mentioned in the tender documents shall continue to remain the same.

The above amendments/ clarifications are issued for the information of all the intending bidders.

The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.

In case any vendors have already uploaded their bids to the MSTC portal before issuance of this Minutes of the Pre-bid meeting, they are advised to revise their bids and re-upload their bids to the MSTC portal.

**General Manager (Officer-in Charge)**  
**Reserve Bank of India**  
**Lucknow**