



**भारतीय रिज़र्व बैंक
सम्पदा विभाग
लखनऊ**

Minutes of Pre-Bid Meeting - E-Tender for Annual Maintenance Contract for Horticulture and Gardening work at Office Premises, Reserve Bank of India, Lucknow

With reference to the tender floated on CPPP website on [August 06, 2026](#), for E-Tender for Annual Maintenance Contract for Horticulture and Gardening work at Office Premises, Reserve Bank of India, Lucknow, a pre- bid meeting was conducted in Conference Hall, RBI Lucknow on August 11, 2026, at 1100 hours. The following members attended the meeting.

Name of the RBI officials	Designation
Smt. Himani Shekhar	Assistant General Manager
Sh. Dharmendra Kumar Swami	Manager (P&S)
Sh. Dishant Chandrayan	Manager
Sh. Ashish Singh	Assistant Manager
Sh. Manoj Kumar Yadav	Assistant Manager
Sh. Nitesh Kumar	Assistant Manager
Smt. Harshita Tripathi	Assistant Manager (Tech–Civil)

List of Contractor's representatives who attended the meeting:

Name of Representative of the firm	Name of the firm
Sh. Jai Kumar Sharma	M/s Jai Kumar
Sh. Manoj Srivastava	M/s First Man Management Services Pvt. Ltd.
Sh. Pramod Bhai	M/s Vyom GreenTech

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

S.No.	Pre-Bid Query	Bank's Remarks
1.	How Gratuity will be paid?	The expense / contributions, if applicable, made by the contractor in this regard shall be reimbursed by the Bank on production of actual documentary evidence. The contractor shall ensure the payment of gratuity, payable under relevant Acts etc.
2.	How are minimum service charges calculated?	The bidder has to quote percentage in the Price Bid and the CPP portal will auto calculate the amount.
3.	Please clarify whether contractor is permitted to take back 1500 stock of flowering plants with pots in Main office premises after conclusion of tender period?	No. Please refer to the tender document wherein the contractor has to quote price in the variable component "C" for 1500 stock of flowering plants with pots in Main office premises. This will not be returned to the contractor. Other conditions regarding

		replacement of plants etc. as per tender document remain the same.
4.	Kindly provide list of plants and flowers to be provided by the contractor?	The sample names of plants and flowers are listed below. Kindly note that the list is not exhaustive and is only for illustrative purposes: Outdoor Plants: • गुड़हल: Hibiscus • इकजोरा: Ixora (Jungle Geranium) • बेला: Arabian Jasmine (Mogra) • चाँदनी: Crape Jasmine • बोगनविलिया: Bougainvillea • मुसैंडा: Mussaenda • एडेनियम/डेजर्ट रोज: Adenium/Desert Rose • गुलाब: Rose • शंकुधारी/मोरपंखी: Thuja/Cypress/Conifer • फोटकेरिया/फॉक्सटेल: Foxtail Palm/Furcraea • मौसमी/मोसंबी: Sweet Lime • सफ़ेद फाइकस: Variegated Ficus • फाइकस: Ficus / Weeping Fig Indoor / House Plants: • अरेका पाम: Areca Palm • डिफेनबेकिया: Dieffenbachia / Dumb Cane • क्रोटन: Croton • सिगोनियम: Syngonium/Arrowhead • पीस लिली: Peace Lily • लकी प्लांट/पेंडानस: Pandanus/ Lucky Plant • रेपिस पाम/लेडी पाम: Rhaps Palm/Lady Palm • स्नेक प्लांट: Snake Plant • सॉन्ग ऑफ इंडिया: Song of India • ड्रेसीना: Dracaena • अरौकेरिया/क्रिस्टमस ट्री: Araucaria / Christmas Tree • ऐग्लोनिमा वाइट: White Aglaonema • जेड जेड प्लांट: ZZ Plant
5.	Replacement of uniforms provided to the workers?	The contractor shall be responsible for replacement of damaged uniforms as and when required, without any additional cost.



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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 CPP 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 CPP portal.

**Regional Director
Reserve Bank of India
Lucknow**