

मानव संसाधन प्रबंध विभाग
भारतीय रिज़र्व बैंक /Reserve Bank of India
जम्मू /Jammu

Minutes of Pre-Bid Meeting: Providing Catering Services in Officer's Lounge and Staff Canteen at RBI, Jammu

e-Tender No.- [RBI/Jammu Regional Office/HRMD/26-27/001](#)

A Pre-bid meeting for the captioned tender was held on October 28, 2026, at 3:30 PM at the Conference Hall, RBI Jammu through offline mode.

2. (a) List of Bank Officials who attended the meeting:

S. No.	Name and Designation of RBI Officials
1.	Ms. Mani Saini, Assistant General Manager
2.	Shri Dinesh Antony, Assistant Manager

(b) Prospective Bidders' representatives present during the meeting:

Sr No.	Prospective Bidder firm	Representative Name
1.	M/s Zen4 Foods	Shri Ajay Koul Shri Rajiv Puri
2.	M/s K Star Food & Hospital Service	Shri Virender Sharma
3.	M/s Hill Top Catering	Shri Kirnjeet Singh
4.	M/s Ranjeet Caterers.	Shri Ranjeet Singh

3. The queries asked by the participants during the meeting vis-à-vis the clarification given by the Bank are given below:

S. No.	Queries	Comments / Clarification
1.	Enquiry was made regarding the manpower that could be deployed by the vendor in the Bank and also regarding the wages payable to them?	It was clarified that as per para 4 of Terms and Conditions specified in the tender document, the caterer shall employ eight workers (as specified in Annex VI) to satisfactorily provide the services. Further, the Bank shall ensure payment of minimum wages to eight workers, as per prevailing rates specified by Govt. of India.
2.	Clarification was sought regarding reimbursement of cost for refilling of commercial LPG cylinders?	It was clarified that as per para 16 of Terms and Conditions specified in the tender document, the Bank shall reimburse the cost for refilling of eight commercial LPG cylinders per month on presentation of bills.
3.	Is EMD mandatory?	It was clarified that as per para-D under Detailed Guidelines related to Tender documents, Tenders received without EMD will be rejected.

4.	Is there any minimum consumption/sales guarantee?	It was clarified that as per Part-II Financial Bid specified in the tender document, the Bank will not give any commitment regarding the minimum consumption of items, nor will it give any compensation/subsidy in case of lesser than expected business.
5.	Whether the tea/beverages served to RBI staff is on payment basis or shall be paid by the Bank?	It was clarified that for Officers the cost shall be borne by the Bank and for Class III and Class IV, it shall be served on payment basis. Further, the cost shall be as per the rates agreed upon by the vendor with the Bank at the time of entering into agreement upon selection of successful bidder.
6.	Whether only L1 bidder will be selected?	It was clarified that as per para-F Evaluation Criteria of Detailed Guidelines specified in the tender document, the annual Cost (C) will be considered for the lowest bidder (L1) and will be awarded with the contract of Officers' Lounge and Dining Room (OLDR). Nevertheless, as per para-E Opening of Tender, the Bank is not bound to accept the lowest Tender and reserves the right to accept either in full or in part any Tender and to reject all the tenders without assigning any reason thereof.
7.	Why is the tender floated for only 4 months?	The tender is floated for 4 months to align the tenure with the Financial Year. Further, as specified in the tender document, contract may be further be renewed up to March 31, 2029, one year at a time, based on mutually agreed terms and conditions
8.	Whether any percentage of sales has to be deposited back to the Bank?	No such practice is followed by the Bank.

4. Bidders were informed that opening of Part I - Technical Bid will be done on November 10, 2026 (Tuesday) due to limitations in the e-procurement portal. Further, bidders were apprised to ensure uploading the tender well before the last date to avoid any last-minute errors/rush.

5. All the above clarifications provided by the Bank during the pre-bid meeting shall form part of the Tender/Contract.

The meeting concluded at 05:00 PM.

Officer-in-Charge