



भारतीय रिज़र्व बैंक/ RESERVE BANK OF INDIA
मानव संसाधन प्रबंध विभाग / HUMAN RESOURCE MANAGEMENT DEPARTMENT
कल्याण अनुभाग / WELFARE SECTION
नवी मुंबई Navi Mumbai

Minutes of Pre-Bid Meeting - e-Tender for providing catering facility for RBI staff at different office locations viz Staff Canteen, Annex Building, RBI Belapur, ZTC Lounge and Dining room in premises of RBI Officers Quarters, Kharghar, Visiting Officers Flat and Transit Holiday Home in premises of RBI Officers Quarters, Kharghar in Navi-Mumbai (e-Tender No. – [RBI/Belapur Regional Office/HRMD/1/26-27/230](#)).

A pre-bid meeting on the captioned tender was held on August 10, 2026, at 11:30 AM in the conference room no. 2 (2nd floor), Reserve Bank of India, Belapur. The following RBI officials and the representatives of the following intending bidder/ firm attended the same:

a. RBI Officials:

Sr. No.	Name of RBI Official	Designation
i.	Shri Rakesh Kumar Verma	DGM (HRMD)
ii.	Smt Radha Kumari	AGM (HRMD)
iii.	Shri Pranit Tak	AGM and MoF, ZTC Belapur
iv.	Shri Sudarshan Sangale	AGM and MoF, ZTC Belapur
v.	Shri Abhishek Verma	AGM and MoF, ZTC Belapur
vi.	Smt Sinny Paul	AGM, ZTC Belapur
vii.	Shri Kirtikumar V. Patil	Assistant Manager, HRMD
viii.	Smt Pranoti Vartak	Assistant Manager, HRMD
ix.	Shri Ajay Bhise	Senior Assistant, HRMD
x.	Shri Amey Vardhave	Assistant, HRMD

b. Representatives of the intending Bidders / Firms:

Sr. No.	Name of Representative	Name of Agency
i.	Shri Rohit R Mhatre	M/s Rolling Feast
ii.	Ms. Manisha H Pasari	M/s Rolling Feast
iii.	Shri Suresh Shriyan	M/s Annapurna Catering Services
iv.	Shri Pritam Koli	M/s Shridevi Hospitality Services
v.	Shri Janardhan Devadiga	M/s Sai Sagar Food Court
vi.	Shri Ajit J Bane	M/s Sai Sagar Food Court
vii.	Shri Manish Shinde	M/s Saikripa Service Pvt. Ltd.
viii.	Ms. Bharti Jaiswal	M/s Saikripa Service Pvt. Ltd.
ix.	Shri Saurabh Vernekar	M/s Krystal Group of Companies
x.	Shri Vivian Jacob	M/s Krystal Group of Companies
xi.	Shri Ahmed Abbas	M/s Food Culture
xii.	Shri Niru Kanodia	M/s Food Culture
xiii.	Shri Santosh Mhatre	M/s Jai Malhar Caterers

2. The queries raised by the intending bidder and clarifications given by the Bank's officials are tabulated below:

Sr. No	Query	Comment
i.	Please clarify whether the menu should include Indian dishes or international cuisine?	Please refer to the Schedule B (Page No.76) of tender document wherein Food Menu for Staff Canteen, ZTC Canteen and E-VOF, VOF and THH has been mentioned.
ii.	Clarification regarding payment method at Staff Canteen, ZTC and E-VOF, VOF and THH.	i) For Staff Canteen: Bank staff will settle payments through Pluxee (Formerly Sodexo) cards, UPI or cash. The vendor shall ensure the provision of requisite electronic payment infrastructure, including POS terminals and Pluxee (Formerly Sodexo) card swipe machines compatible with Pluxee. ii) For ZTC Belapur: Bill payment will be made by ZTC, Belapur on a monthly basis. iii) For EVOF, VOF and THH: Guests (Bank staff) staying in EVOF, VOF and THH will make payment at the time of check-out.
iii.	Whether kitchens are separate for Staff canteen and ZTC Belapur?	Please refer to the Section VII (Scope of tender) of the tender document wherein location and addresses of catering facilities are mentioned. There are two different kitchens: (a) Separate kitchen for Staff Canteen at Annex Building, RBI Belapur (b) and another separate kitchen for ZTC Dining room and EVOF/VOF/THH facility at RBI Officers' Quarters, Kharghar.
iv.	Whether Bank will provide equipment/utensils etc. to the caterer?	Please refer to the Section IV (Point 19) of the tender document wherein it is mentioned that the Bank will provide the Caterers the space, water, Deep freezer, Refrigerator, Microwave, crockery, cutlery, utensils, electricity, fans, and furniture and therefore, the rates of food items may be fixed accordingly.
v.	Whether the manpower cost to be quoted in the bid inclusive of GST or exclusive of GST?	Manpower cost to be quoted in the bid will be exclusive of GST. Please refer to Para 2.2 of Part-II (Financial Bid) of tender document wherein it is mentioned that the tendered rates should be inclusive of all the charges (other than GST) for end-to-end operation,

		maintenance, and supervision of Canteen facilities as mentioned in the Scope of Work of this tender document and should include all the components, namely raw materials, transportation, preparation charges, employee's salary, labour charges, service charges and charges such as cleaning, maintenance, etc., and all other applicable charges, levies, duties and taxes (other than GST).
vi.	Whether ZTC trainings will be throughout the year?	Yes, ZTC trainings will be throughout the year.
vii.	Whether accommodation will be provided to contractor's staff by RBI?	No. Accommodation will not be provided to contractor's staff by RBI.
viii.	At what intervals, ZTC Belapur will be making payments to the contractor?	ZTC Belapur will make payments of bills to contractor on monthly basis.
ix.	Whether Bank will provide point-of-sale (POS) machine?	Please refer to the Point 13 of Section VII (Scope of tender) of the tender document wherein it is mentioned that the Contractor shall install/provide for swiping point-of-sale (POS) machine in good working condition to enable swiping of Pluxee (formerly Sodexo) card.
x.	Whether Bank will undertake Pest control treatment in the kitchen?	Please refer to the Section IV (Point 20) of the tender document wherein it is mentioned that appropriate pest control treatment in kitchen/store- room areas must be undertaken by contractor periodically as per requirement.
xi.	Does the Bank guarantee the minimum consumption of food items as mentioned in the tender?	No, as mentioned in the tender document, no minimum consumption of food items is guaranteed by the Bank. Please refer to the Section IV (Point 16) of the tender document.

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

Chief General Manager
Belapur Office