



संपदा विभाग / Estate Department

भारतीय रिजर्व बैंक, तिरुवनंतपुरम / Reserve Bank of India, Thiruvananthapuram

Minutes of Pre-Bid Meeting – Tender for Repairs and Waterproofing works on Top Surface of Open Slope Roof of A, B, C, E blocks and Partly D&F Blocks and including Community Hall in Bank's Staff Quarters, Plamoodu, Thiruvananthapuram.

Pre-bid meeting for the [captioned work](#) was conducted on August 06, 2026, at 11.00 am at Estate Conference Room in 2nd floor of Main Office Building. List of participants is indicated below:

(a) List of Bank's Officials who attended the meeting

1	Ms. Aiswarya Subramanian	Assistant General Manager
2	Shri. Santhoshkumar P S	Assistant General Manager (Tech-Civil)
3	Shri. Jithin Philip	Assistant Manager
4	Shri. Ajmal Meeraan	Assistant Manager (Tech-Civil)
5	Shri. Vaishnav Unnikrishnan	Assistant
6	Ms. Jissa Susan Jacob	Junior Engineer (Civil)

(b) List of Contractors' representatives who attended the meeting

SI No	Name of the Representative	Name of the firm
1	Vikesh S Nair	Engineers Associates
2	Rajat Ranjit	Cochin Timbers
3	Vinod G Nair	Phoenix Facility Management Services

2. Ms. Aiswarya Subramanian, AGM, welcomed the participants to the meeting and invited queries, if any, from the prospective bidders regarding the captioned tender. The details of queries raised by the Contractor and clarifications / comments of the Bank are tabulated below:

Sl. No.	Points of discussion	Bank's Clarifications
a	Status of leakage, amount of dampness and whether the same has been tested	It was informed that the waterproofing work in one of the blocks of the Bank's Quarters was done recently and the same was found satisfactory. Further, vendors were advised to inspect the site to understand about the nature and scope of the work, before quoting the rates.



b	Replacing of tiles / use of mortar	It was informed that the damaged / broken / debonded roofing tiles shall be replaced with new roofing tiles suitable in design to the existing tiles. Further, the cost of tiles involved in this replacement shall be reimbursed separately upon submission of the purchase invoice of roofing tiles, as per the conditions of the Tender. Further, all joints / corners / penetration points, rainwater / pipe outlets, tile strip joints should be grouted with polymer modified mortar, as detailed in tender.
c	Submission of warranty on stamp paper	It was informed that the Contractors have to submit the same and were advised to refer to Clause 12 under General Instructions to Tenderers of the Tender document.
d	Whether work may be taken up through authorised applicators	It was informed that the work shall be undertaken through authorized applicators of approved construction/ waterproof chemical manufacturers, in consultation with Bank's Engineers, as per their specifications and methodology.
e	Clarification on CPP Portal	It was clarified by the Bank that vendors can bid through the e-tenders link of CPP Portal and the same has been mentioned in the Tender Document. One of the vendors, M/s. Phoenix Facility, who had not registered in the Portal, was advised to complete the registration process at the earliest, so that they could be added to the tender process.

3. 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.

4. The meeting concluded at 11:30 am.

Regional Director
(Kerala and Lakshadweep)