



Estate Department
Reserve Bank of India, Thiruvananthapuram

Minutes of Pre-Bid Meeting – Tender for renovation of Training Hall located at Third floor of Bank’s Main Office Building, Thiruvananthapuram.

Pre-bid meeting for the [captioned work](#) was conducted on August 17, 2026 at 11.00 AM at Estate Department in 2nd floor of Main office building. List of participants is indicated below:

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

1	Smt. Aiswarya Subramanian	Assistant General Manager
2	Shri. Santhosh Kumar P S	Assistant General Manager (Tech-Civil)
3	Shri. Shibu K S	Manager
4	Shri. Vaishnav Unnikrishnan	Assistant

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

SI No	Name of the Representative	Name of the firm
1	Shri. Aravind R	M/s Cochin Timbers

2. Shri. Santhosh Kumar P S, AGM (Tech-Civil), welcomed the participant to the meeting and invited queries, if any, from the prospective bidder 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	Scheduled time period of the work	It was informed that the last date of submission of tender is August 30, 2026 and the date of opening of tender is August 31, 2026. Further the time period for completion of work is 10 weeks from the 10 th day of issue of work order as mentioned in the Tender document.
b	Movement of material to the work site and removal of debris	AGM (Tech-Civil) has clarified the contractor about the movement of material to the Training Hall and taking out debris from the work site. Further the contractor was informed to undertake a site visit before quoting the tender.



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)**