



**भारतीय रिज़र्व बैंक
संपदा विभाग, भुवनेश्वर**

Minutes of the Pre-Bid Meeting held on January 31, 2023 (Tuesday)

e-Tender Name: Supply and Installation of Factory Fabricated Aluminium System Windows at Main Office Building, Reserve Bank of India, Bhubaneswar

e-Tender No: [RBI/Bhubaneswar/Estate/354/22-23/ET/520](#)

The Pre-bid meeting for the captioned e-tender was held on January 31, 2023 at 11:00 AM in the VC Room, 2nd floor, RBI, Bhubaneswar, to discuss some clauses of the tender and to clarify queries, if any, raised by the interested vendors/ bidders. The meeting was attended by the following persons:

Representatives of the Bank

- i. Shri Priyaranjan, DGM
- ii. Shri Ritu Raj, AGM
- iii. Shri Amrita Samal, Manager (T-C)
- iv. Ms. Hemapriya S, Manager
- v. Shri Sakil Ahmed Khan, AM (T-C)
- vi. Shri Nabaghan Rout, AM
- vii. Shri Bhabani Shankar Malik, AM
- viii. Shri Suraj Kumar Murmu, Assistant

Representative of the Vendors

- i. Shri Ankit Pasari
- ii. Shri Sudhansu Mishra
- iii. Shri Abhay Singh
- iv. Shri Abhijit Purkayastha
- v. Shri Satya Panda
- vi. Shri Shyam Agarwal
- vii. Shri Alok Kejriwal
- viii. Shri Nikhil Chandra Parida

2. Discussions were held among the representatives of the Bank and Vendors, clarifications arrived thereof are tabulated below:

S.N.	Subject matter of the discussion/ Queries raised by the interested bidders	Clarification provided by the Bank
1.	What will be time allowed for completion of work?	The bidders were clarified that the time allowed for completion of work will be 5 calendar months from the tenth day of issue of Workorder.
2.	The dismantling and installation work of the windows will be started from which side of the Main Office Building?	The bidders were advised to start the work from the back side (top floor) of the Main Office Building.

3.	<p>Bidders asked where to keep the new windows, hardware, etc.?</p> <p>The vendors asked for a room having size 10/10 for storing the new windows and about 52 windows will be delivered in one batch.</p>	<p>The bidders were advised that the new windows can be stored inside the premises but outside the Main Office Building. Extra covering support, platform etc. may be provided by the vendor for covering the windows to avoid any damages.</p> <p>One room if available will be provided by the Bank to store the hardware items.</p> <p>And the dismantled (old) windows may be stored in the store/ scrap room in the Annex Building.</p>
4.	<p>Minor civil related works that will be required during the work will be done by the bidders or it will be provided by the bank?</p>	<p>Please refer to the scope of work of the tender document.</p>
5.	<p>Bidders asked about the working hours that will be allowed by the Bank and criteria for security pass.</p>	<p>The bidders were informed that the working hours will be from 9.30 AM to 6.00 PM.</p> <p>Further, they were informed that, the Bank may allow to work from 8.00 AM to 8.00 PM as per the requirement.</p> <p>The work pass will be issued in the name of the company and the names of the labourers will be mentioned in the pass, and those labourers shall carry their aadhar card with them while entering into the Office Premises.</p> <p>Any change in the labourer shall be informed to the Bank by the vendor, and security pass for the same may be collected by the vendor from the Bank. And further, bidders were advised not to change their labourer frequently.</p>
6.	<p>Bidders asked whether size of the window is fixed?</p>	<p>Please refer to the tender document for size details.</p>
7.	<p>Bidders asked about the parameters and detailed specification of the window.</p>	<p>The bidders were clarified that the detailed specification of the window is already mentioned in the tender paper.</p>
8.	<p>Bidders asked about the shade of the window frame.</p>	<p>The bidders were advised that the shade of the window frame shall be ivory / steel grey/ off-white colour or mostly light shade which will be approved by the Bank during award of workorder.</p>

9.	<p>Queries raised about the criteria for releasing the payment.</p> <p>Whether RA bill can be claimed by the vendors?</p> <p>Whether payment can be made for delivering the windows at premises?</p>	<p>The bidders were advised that payment will be released after installation of windows.</p> <p>The bidders were advised that RA bill can be claimed by the vendors.</p>
10.	Bidders asked how to inform the Bank if they face any problem during commencement of work.	The bidders were advised that any problems faced by them may be addressed to the Bank in written.
11.	Bidders asked about the duration of the work pass.	<p>The bidders were advised that the minimum duration of the work pass will be of 15 days.</p> <p>However, in case of exigency, the Bank may consider issuing of work pass from case to case basis</p>
12.	Bidders asked whether insurance of the labourers shall be obtained?	The bidders were advised that the insurance for the labourers will be obtained by the vendor.
13.	Bidders asked whether the price will be quoted with or without GST.	The bidders were advised that the price quoted by them should be inclusive of GST.
14.	Bidders asked whether cost of civil works to be included in bid.	The bidders were clarified that the cost of civil works is to be included in the bid.
15.	Bidders asked about the total number of windows that to be replaced.	Please refer to the tender document for total quantity.
16.	Queries raised about the power supply during the work.	The bidders were clarified that the power supply for the work will be provided by the Bank. However, the arrangement from the power source to worksite is to be arranged by the vendor.
17.	Queries raised about the eligibility criteria, experience, etc.	The bidders were advised to refer to the Tender document.
18.	Queries raised about the orientation of the window.	The bidders were advised that the window should be open out to right side, and the handle should be on the left from inside.

19.	Bidders asked whether supporting documents to be uploaded in the MSTC site.	The bidders were clarified that the supporting documents to be uploaded in the MSTC portal for techno-commercial evaluation.
20.	Queries raised regarding make of the aluminium window	The bidders were advised to refer to the Section J of Tender document.
21.	Queries raised regarding exemptions of EMD for MSME and refund of EMD.	The bidders were advised to refer to the Section E of Tender document.
22.	Amendment to Milestones Chart mentioned in clause 1.23 of Section G of the Tender document.	Please refer to the milestone chart mentioned below.
23.	Queries raised regarding exact technical specification	The bidders were advised to refer to the Tender document.
24.	Queries regarding meaning of "approved equivalent" mentioned in Section J of Tender document.	"Approved equivalent" means any equivalent to the mentioned make which shall be approved by the Bank.
25	Meaning of low-E glass and its parameters like heat transmission, light transmission, solar factor and U value etc.	<p>To minimize the amount of ultraviolet and infrared light that can pass through glass without compromising the amount of visible light that is transmitted.</p> <p>Parameters like heat transmission, light transmission, solar factor and U value may be with respect to FOSG (Federation of Safety Glass) or equivalent and as per relevant code conforming to Green Norms and satisfying the bank's requirement as per design.</p>

Milestones Chart

Milestone No	Milestone Financial Progress	Time for achieving	Amount to be withheld in case of Non- achievement of the Miles
First	3/8th of the estimated cost of the project	1/2 of the stipulated completion time (in calendar days)	In the event of not maintaining desired pace of progress and not achieving Milestone Financial Progress (as assessed from running payments), an amount of Rs. 3,89,733/- shall be immediately withheld from the dues of the contractor for failure to achieve (on stipulated date) the first milestone.

Second	3/4 of the estimated cost of the project	3/4 of the Stipulated completion time (in calendar days)	In the event of not maintaining desired pace of progress and not achieving Milestone Financial Progress (as assessed from running payments), amount withheld, if any, for not achieving first Milestone + another amount of Rs. 3,89,733/- shall be immediately withheld from the dues of the contractor for failure to achieve (on stipulated date) the second milestone.
Third	Full and final value of the work done	Full stipulated completion time (in calendar days)	LD @ 0.25% of the estimated cost of tender per week shall be levied depending upon overall actual extent of delays attributable to the Contractor's actions, subject to a maximum of 10% of the accepted tender amount. If the overall project is delayed by the Contractor, she/he shall not be entitled to any reduction in the amount of the "Liquidated Damages" to be recovered from her/his dues by the Employer notwithstanding his successful attainment of certain earlier milestones.

3. Further, bidders were advised to carefully undertake the bidding on the MSTC and ensure that they are registered on the MSTC Portal/ Website. Bidders were asked to coordinate with MSTC Support Persons and Estate Department Officials if they face any issue while undertaking the bidding for the captioned e-Tender.

4. All the above-mentioned points were noted and agreed by the representative of the firms:

- i. These minutes of pre-bid meeting shall form the part of Bid document/ Agreement.
- ii. Rest of the terms and conditions and specifications of the Bid document shall continue to remain same.
- iii. The above clarifications are issued for the information for all the intending bidders.
- iv. The submission of bid by the firm shall be construed to be in conformity to the Bid document and Amendments/ Clarifications given above.

Regional Director
Reserve Bank of India
Bhubaneswar