



भारतीय रिज़र्व बैंक / Reserve Bank of India
संपदा विभाग / Estate Department
तिरुवनंतपुरम / Thiruvananthapuram

MINUTES OF PRE-BID MEETING

Tender for Horticulture and Gardening works at Bank's various properties located at Thiruvananthapuram – (a) Main Office Premises, Bakery Junction (b) Reserve Bank Officers' Quarters, Kowdiar and Reserve Bank Staff Quarters at (c) Thamalam, (d) Plamoodu and (e) Nanthencode

E-tender No: [RBI/Thiruvananthapuram/Estate/396/22-23/ET/604](#)

The pre-bid meeting for the captioned tender was held on February 06, 2023 at 11:55 AM in the Conference Hall, Main Office Building, Reserve Bank of India, Thiruvananthapuram. The meeting was chaired by Shri P Manoj, General Manager, Estate Department. Officials from Estate Department and representatives from various companies/agencies (list attached in [Annex](#)) participated in the meeting.

Shri Shaji Krishnan K, Assistant General Manager, Estate Department welcomed all participants to the meeting and invited for queries, if any, from the prospective bidders regarding the captioned tender

Details of queries raised by representatives of various companies/agencies and clarification/comments of the Bank are tabulated below.

Sl. No.	Query	Comments/Corrigendum
1	Whether the Bank will reimburse the additional expenditure incurred by the contractor in the event of increase of statutory minimum wages by Government of India	The Bank will only revise the minimum wages based on the circular issued by Ministry of Labour & Employment, w.e.f the date mentioned in the circular. However, Bank will not reimburse the additional expenditure incurred by the contractor in the event of increase of statutory minimum wages by Government of India.



2	What are all the variable components mentioned in the tender?	Service charges for providing the employees, which includes Contractor's Overhead Charges (cost of salary over and above the minimum wages/ bonus) & Profit, items like procurement of cleaning material, Insurance charges (Workmen Compensation Policy, Third Party Liability Policy), charges for providing uniform and identity cards to the workmen and any other expenses applicable for 12 months.
3	Clarification on disposal of dry leaves.	Contractor has to remove the dry leaves from garden areas and lawns and deposit it into the pit adjacent to the organic waste converter. However, dry leaves lying on the roads/pavements and common area will be cleared by the house keeping agency.
4	Clarification on the term 'skilled' labour used in gardening tender. Whether supervisor deployed by the contractor should fall under the category of semi-skilled labour	The Supervisor will fall under the category of semiskilled labour. Here the word 'skilled' implies the proficiency in gardening work
5	Agencies with Integrated Facility Management Services (IFMS) client certificate will be considered for gardening experience?	The IFMS client certificate will be considered if it is inclusive of gardening work
6	In case of empaneled contractors, the solvency certificate submitted at the time of empanelment will be accepted?	Solvency certificate submitted by the empaneled contractors will be considered only if the amount and validity of the certificate meets the criteria mentioned in the tender document.



7	Whether there is any storeroom in residential area for storing the chemicals/manures?	Yes
8	Whether indoor plants kept at MOB comes under this tender?	Yes
9	Whether MSME registered companies are required to pay EMD?	Yes
10	Whether repotting required to be done for every plant pot at yearly interval?	Repotting to be done after analyzing the soil condition and the plant.
11	Whether the contractor has to utilize any specific materials/brands of manure for horticulture works.	No brands of manure are specified by the Bank. However, it is the responsibility of the contractor to utilize the best quality manure for the proper maintenance/upkeep of horticulture works. Any failure in proper upkeep will constrain the Bank to impose penalty as specified in the tender document.

Shri Sameer K Khan, Assistant Manager, Estate Department thanked all the participants. The meeting concluded at 12:20 PM.

Thomas Mathew
Regional Director
Reserve Bank of India
Thiruvananthapuram
February 07, 2023



Annex

Reserve Bank of India		
Sl. No.	Name	Designation
1	Shri P Manoj	General Manager
2	Shri Shaji Krishnan K	Assistant General Manager
3	Smt. Sameer K Khan	Assistant Manager
4	Shri Vinod R	Assistant
Representatives of Companies/Firms/Agencies		
Sl. No.	Name	Name of Company/Firm/Agencies
1	Shri K Gangadharan	South Asian Trading Co.
2	Shri G Jayan Thampi	Pattom Gardens & Landscape
3	Ms. Sheeja EO	Master Gardens
4	Shri Sanjayanadh VB	Updater Services Ltd
5	Ms. Manju	GTP Security Agency Trivandrum