



भारतीय रिजर्व बैंक / Reserve Bank of India  
शिष्टाचार एवं सुरक्षा स्थापना / Protocol & Security Establishment

**Minutes of Pre-Bid meeting and Corrigendum – Service Contract for Providing Services of Unarmed Security Guards at Main Office Premises and six residential colonies of Reserve Bank of India, Chennai -600 001:**

**(RBI/Chennai Regional office/Others/3/25-26/ET/788)**

The Pre-Bid meeting for the captioned work was conducted as mandated in the tender document on February 26, 2025 - at 10:30 hrs. at Conference Room-1, 2<sup>nd</sup> floor, Reserve Bank of India, Chennai. At the outset, Capt. A. Sudhakar, DGM (P&S), welcomed all the participants of the pre-bid meeting and advised the vendors to freely seek clarification on various statutory and non-statutory facets of the tenders. The following staff members of RBI and representatives of firms / prospective tenderers were present during the pre-bid meeting:

<b>Sl. No.</b>	<b>Name and Designation of the RBI Officials</b>
1	Capt. A. Sudhakar, DGM (P&S)
2	Lt. Cdr. Praveenkumar Y Goraguddi, AGM (P&S)
3	Shri Rijesh R N, AGM (Estate)
4	Maj. Rakesh K P, Manager (P&S)
5	Shri Saravanan M, Assistant(P&SE)
6	Shri Vignesh J, Assistant (P&SE)

<b>Sl No.</b>	<b>Name of the Firm/Company</b>	<b>Name of the Representative</b>
1	Aalfa Tango Management Services Pvt Ltd	Shri A Ashokkumar
2	ISI India (P) Ltd Chennai	Shri D Manikandan
3	Firstman Management Services (P) Ltd	Shri Sakthivel V
4	Bavani Security & Night Patrol Pvt Ltd	Shri S Venkatesh
5	SIS limited	Shri Chandra Sekar Gupta
6	SIS limited	Shri Dhanoj Singh
7	MSS Pvt Ltd	Shri M Subramanian
8	Tiger 4 India Limited	Shri Arul Arockiasamy M
9	Rakshak Security Pvt Ltd	Shri Eswantha Rao A
10	Naveen Security Services	Shri R Ananthan

Queries raised by the above companies / firms vis-à-vis clarifications are as follows:

<b>Sl. No.</b>	<b>Queries / Proposals</b>	<b>Clarification furnished by RBI Officials</b>
1	Should bidders include all statutory obligations, such as Provident Fund (PF), Employees' State Insurance (ESI), Gratuity, and other applicable labour laws, while preparing and submitting their financial bids?	<p>The Principal Employer shall reimburse only the mandatory statutory provisions upon submission of valid bills.</p> <p>Any additional benefits or allowances beyond these statutory requirements will not be reimbursed and it is up to the tenderer to cater for these in the Service Charges while submitting the financial bid.</p> <p>This ensures that bids reflect both statutory compliance and commercial considerations in a transparent manner.</p>
2	Are relievers required for all 68 posts of Unarmed Security Guards deployed at the Main Office Premises and the six Residential Colonies?	<p>Security Guards are entitled to one weekly off. The 66 Security Guard posts in the six Residential Colonies are required to be manned 24 hours a day, 365 days a year. Therefore, relievers are mandatory for all 66 posts to ensure uninterrupted coverage while guards take their weekly offs.</p> <p>For the 2 Security Guard posts at the Main Office Premises, relievers are required only when the existing guards are on leave, as continuous round-the-clock coverage is not mandated.</p>
3	Is there any exemption from the Earnest Money Deposit (EMD) applicable to Micro and Small Enterprises (MSEs)?	<p>No EMD exception is applicable for MSEs for this contract.</p> <p>The EMD exception is applicable for MSEs for the contracts whose estimated cost is up to ₹ 10 Lakh (including all taxes, duties, etc.)</p>
4	Will a technical evaluation of the bids be conducted as part of the tendering process?	<p>The tender is to be submitted online in two parts:</p> <ul style="list-style-type: none"> <li>○ Part I: Contains all commercial terms and conditions along with technical particulars.</li> <li>○ Part II: Contains the financial bid, to be submitted in the Bank's prescribed pro-forma.</li> </ul>

		<p>Technical Qualifications:</p> <ul style="list-style-type: none"> <li>○ The necessary technical qualifications are specified in the tender document.</li> <li>○ Technical evaluation is conducted after the submission of the techno-commercial bid, post 02 February 2025.</li> </ul> <p>Shortlisting and Financial Bid:</p> <ul style="list-style-type: none"> <li>○ Only companies that qualify in the techno-commercial evaluation will be invited to submit the financial bid.</li> <li>○ The L1 bidder (lowest financial quote) will be selected based on the financial bid.</li> </ul> <p>This process ensures a transparent and merit-based selection, giving due weightage to both technical competence and financial competitiveness.</p>
5	What happens if two or more bidders quote the same lowest (L1) amount in the financial bid?	<p>If two or more bidders quote the same lowest (L1) amount, the following procedure shall be followed:</p> <ol style="list-style-type: none"> <li>1. The bidders will be assessed using the Evaluation Matrix as specified in the tender document.</li> <li>2. If the scores of the bidders in the Evaluation Matrix are also identical, the Bank may take an appropriate decision to select the successful bidder. Such measures may include: <ul style="list-style-type: none"> <li>○ Obtaining discount on the already quoted amount in sealed envelope from such tied tenderers.</li> </ul> </li> </ol>

		The final decision shall be taken with the approval of the Competent Authority.
6	What is the applicability of provisions under the newly enacted Labour Codes while preparing and submitting financial bids? Will the new statutory norms be implemented for the contract?	Since the new Labour Codes have not yet been come into effect at the time of bid submission, bidders should base their financial bids on the existing statutory provisions. Any new statutory requirements implemented during the contract period will be reimbursed to the Security Agency upon submission of valid bills, in accordance with the Bank's rules.
7	Is the minimum service charge of 3% applicable will be increased proportionately, in the event of an increase in minimum wages, an increase in statutory components (PF, ESI, Gratuity, etc.), or during Renewal of the contract with the Security Agency?	<p>The service charge shall remain unchanged during the contract period, even if there is an increase in minimum wages or other statutory requirements. Any revision to the service charge will be carried out only during the renewal of the contract, based on the formula specified in the tender document.</p> <p>The formula to be used for such indexation applicable only to Service Charge rates and not on wages to Security Guards deployed, upon renewal of contract, if any, will be as follows:</p> <p style="text-align: center;"><b><math>X = (CPIA - CPIB) / CPIB * 100</math></b></p> <p><i>Where, CPIA = All India Consumer Price Index for Industrial Workers for the month to be specified in tender document, generally based on index 6 months prior to the commencement date of contract for the current year. The current year indicates the year for which the contract is to be renewed.</i></p>

		<p><i>CPIB = All India Consumer Price Index for Industrial Workers for the month to be specified in tender document, generally based on index 6 months prior to the commencement date of contract for the previous year.</i></p> <p><b><i>X = Percentage (%) increase for renewal of contract</i></b></p>
8	<p>Should the Solvency Certificate be addressed to the Reserve Bank of India, or can it be issued as “To Whomsoever It May Concern”?</p> <p>Will the Solvency certificate issued in the month of July, 2025 addressed to RBI/any other Organisation may please be accepted, as the mere purpose of solvency certificate is to establish financial soundness of the bidder to meet tender obligations?</p>	<p>The Solvency Certificate can be issued either in favour of the Reserve Bank of India or as “To Whomsoever It May Concern”, provided it is current, valid, issued by a competent authority, and meets the requirements specified in the tender document.</p>
9	Whether the provisions of the Tamil Nadu Industrial Establishments (National, Festival and Special Holidays) Act, 1958 are applicable?	4 National Holidays such as Republic Day, Independence Day, May Day and Gandhi Jayanti will be applicable.

2. Above clarifications are issued for the information for intending bidders. Minutes of pre-bid meeting shall form the part of bid document / Agreement. All the terms and conditions and specifications of the bid document shall continue to remain same. Hence, it shall be signed and submitted along with the tender by the tenderers. Submission of Bids shall be construed to be in conformity with the bid document and above clarifications.

3. Corrigendum:

Existing paras	Revised Paras
<p>(With reference to S. No 5 under  <b>SECTION V GENERAL INSTRUCTIONS  OF THE TENDER - ELIGIBILITY CRITERIA</b>  - on page no.20)</p>	<p>Bankers' Solvency Certificate of value not less than <b>₹37000000/- (Rupees Three Crore Seventy Lakh only)</b> as per the proforma given in <a href="#">ANNEXURE - XVI</a> to be uploaded along with the technical Bid.</p>
<p>(With reference to para 11 under  <b>SECTION VIII GENERAL INSTRUCTIONS OF THE TENDER &amp; TERMS AND CONDITIONS OF THE CONTRACT</b> - on page no.41)</p> <p>Signing of Agreement: The successful bidder shall be awarded the work. On award of work, the successful bidder shall commence the work from April 01,2026, intimating award of work, and shall execute an agreement on a non-judicial stamp paper of requisite value for due performance of the Contract and to the effect of the following conditions within 07 days from the date of the award of work or on or before <b>March 27, 2025</b>, whichever is earlier .</p>	<p>Bankers' Solvency Certificate of value not less than <b>₹34000000/- (Rupees Three Crore Forty Lakh only)</b> as per the proforma given in <a href="#">ANNEXURE - XVI</a> to be uploaded along with the technical Bid.</p> <p>Signing of Agreement: The successful bidder shall be awarded the work. On award of work, the successful bidder shall commence the work from April 01,2026, intimating award of work, and shall execute an agreement on a non-judicial stamp paper of requisite value for due performance of the Contract and to the effect of the following conditions within 07 days from the date of the award of work or on or before <b>March 30, 2026</b>, whichever is earlier .</p>

The Regional Director  
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Rajaji Salai,  
Chennai – 600 001