



**Reserve Bank of India**  
**Human Resource Management Department Chennai**

**NOTICE INVITING TENDER (NIT)**  
**(Only through e-procurement)**

Reserve Bank of India, Chennai invites e-Tenders for the work – “Facility Management Services (Caretaking and Catering) at Bank’s Property (Holiday Home) in Udhagamandalam (Ooty) for the period from July 01, 2026 to June 30, 2027”. The tendering process will be done only through the e-Tendering portal of MSTC Ltd (<https://www.mstcecommerce.com/eprocn/>).

**Schedule of the e-Tender is as follows:**

a) Name of the Department	Human Resource Management Department, Reserve Bank of India, Chennai.
b) e-Tender no:	<b>RBI/Chennai Regional office/HRMD/4/25-26/ET/939 [FMSatBankHolidayHomeOoty]</b>
c) e-Tender name	Facility Management Services (Caretaking and Catering) at Bank’s Property (Holiday Home) in Udhagamandalam (Ooty) for the period from July 01, 2026 to June 30, 2027.
d) Mode of Tender	e-Procurement System Online (Part I – Technical Bid and Part II - Financial Bid through <a href="https://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> )
e) Date of NIT available to the parties to download	<b>15:00 hrs of 02.02.2026 onwards</b>
f) Estimated value of tender	<b>₹15,42,555/- (Rupees Fifteen Lakh Forty-two Thousand Five Hundred and Fifty-five only)</b> inclusive of GST per annum. Initially for 12 months from July 01, 2026 to June 30, 2027. May be extended for a further period of up to two years (one year at a time), subject to satisfactory performance by the agency and discretion of RBI Chennai.
g) Earnest Money Deposit (EMD)	<b>₹30,852/- (Rupees Thirty Thousand Eight Hundred and Fifty-two only) by NEFT</b> towards  Beneficiary Name: <b>HRMD-Allotment, RBI-Chennai.</b> Beneficiary Ac No: <b>186003001</b> IFSC: <b>RBIS0CNPA01 (5<sup>th</sup> and 10<sup>th</sup> digit is Zero)</b>  <i>The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: <a href="mailto:allotmentchennai@rbi.org.in">allotmentchennai@rbi.org.in</a></i>
h) Last date for submission of EMD	<b>11:00 hrs of 13.03.2026</b>

i) Bidding start date of Technical Bid and Financial Bid at  <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>	<b>10:00 hrs of 03.03.2026</b>
j) Date of closing of online e-Tender for submission of Technical Bid & Financial Bid	<b>11:00 hrs of 13.03.2026</b>
k) Date & time of opening of Part-I (i.e., Technical Bid)  Date & Time of opening of Part- II (i.e., Financial Bid)	<b>15:00 hrs of 13.03.2026</b>  Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Chennai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them.
l) Pre-Bid Meeting (Offline)	<p>A pre-bid meeting will be held, for clarifying various aspects of the tender to the interested bidders, who chose to get the same resolved from authentic source of the Bank.</p> <p>The date and time of the Pre-Bid meet: <b>02.03.2026 at 11:30 hrs</b></p> <p>The Venue of the Pre-bid Meet: Reserve Bank of India, Human Resource Management Department, Conference Room No. 1, Second Floor, Fort Glacis, Rajaji Salai, Chennai - 600001.</p> <p>Disclaimer: A mere participation in the Pre-Bid Meet would not guarantee an award of contract and the same is subject to the terms and conditions mentioned in the tender.</p> <p>Participation in the Pre-Bid Meeting is only voluntary and all arrangement for attending the same must be arranged by the interested bidders.</p> <p>The Pre-Bid meeting is only a forum for getting clarification on any provision in the entire tender from authentic/authorized Bank source and the Bank discourages any claims for relaxing any of the terms and conditions under any circumstances.</p> <p>Date and time of the meeting is subject to change. The Bank if it deems necessary may at its own discretion cancel the Pre-bid Meeting.</p>

2. The Bank is not bound to accept the lowest tender and reserves the right to accept either full or in part of any tender. The Bank also reserves the right to reject any one or all of the tenders without assigning any reason, thereof.

**Regional Director  
Reserve Bank of India  
Chennai**