

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION (HBCSE)

MINUTES OF THE PRE-BID MEETING

Monthly basis cab and taxi hiring services at HBCSE for one year through GeM

Date: 05 October 2026

Subject: Pre-Bid Meeting regarding Monthly basis cab and taxi hiring services at HBCSE for one Year through GeM

A Pre-Bid Meeting was held on 05 October 2026 at 1100 hrs. At G1 room in main building in connection with the tender for monthly basis cab and taxi hiring services at HBCSE for one year through the Government e-Marketplace (GeM).

Shri Rahul A. Salvi, representative of M/s Shree Ram Travels, attended the meeting and raised the following queries. The queries were discussed and the following clarifications were provided by HBCSE.

Query No. 1 – Selection of Vehicles under SUV Category

Query: The bidder observed that the Buyer has selected three vehicle models under the SUV category, namely:

1. Maruti Suzuki Ertiga
2. Maruti Suzuki XL6
3. Toyota Innova Crysta

He enquired as to why the Toyota Innova Crysta, which monthly hiring cost is higher than that of the Maruti Suzuki Ertiga and Maruti Suzuki XL6, has been included in the requirement.

Reply by HBCSE: It was clarified that, as per the GeM bidding process, the Buyer is required to select at least three vehicles under the SUV category. Accordingly, the above three vehicle models have been selected to cover the required category and specifications.

The bidder may submit its bid for the Maruti Suzuki Ertiga or any other eligible vehicle falling within the specified SUV category/range, subject to the requirements and specifications stipulated in the tender.

All bids received for eligible vehicles meeting the specified requirements shall be considered in accordance with the terms and conditions of the tender.

Query No. 2 – Permit Fee, Road Tax, Maintenance and Fuel Charges

Query: The bidder enquired whether permit fees, road tax, maintenance costs and petrol/fuel charges are included in the tender.

Reply by HBCSE: It was clarified that the applicable permit fees and maintenance costs are included in the quoted/hiring charges, as specified in the tender.

It was further clarified that toll tax and parking charges, wherever applicable and subject to the provisions of the tender, shall be reimbursed separately upon submission of the required supporting documents/receipts.

Query No. 3 – Number of Working Days and Weekly Off for the Driver

Query: The bidder enquired regarding the number of leave days available to the driver and the number of working days to be considered in a month.

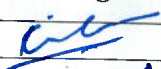
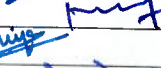
Reply by HBCSE: It was clarified that, as specified in the tender, the driver shall be considered for 26 working days in a month, and Sunday shall be treated as the weekly off for the driver.

Conclusion

The above queries raised by the bidder were discussed during the Pre-Bid Meeting, and the necessary clarifications were provided by HBCSE.

The meeting concluded with the above clarifications.

MEMBERS:

Sr. No.	Name	Designation / Representation	sign
1	Shri K. C. Sahu	Head, Finance & Services	
2	Shri Hemant Mandlik	Purchase section	
3	Ms. Priya Mudaliar	Purchase section	
4	Shri N. K. Kadam	Transport section	
5	Shri Ala Sreenivasulu	Security section	

Prepared by:



Shri Ala Sreenivasulu
ASO(A)

Reviewed/Approved by:



Head, Finance & Services