भारतीय रिज़र्व बैंक Reserve Bank of India
तिरुवनंतपुरम क्षेत्रीय कार्यालय Thiruvananthapuram Regional Office
मानव संसध प्रबंध विभाग Human Resource Management Department

Minutes of Pre-Bid Meeting – Appointment of Concurrent Auditors for the period October 01, 2026 to September 30, 2027, by Reserve Bank of India, Thiruvananthapuram Regional Office

The tender for appointment of Concurrent Auditors for the period October 01, 2026 to September 30, 2027, by Reserve Bank of India, Thiruvananthapuram Regional Office was floated on September 3, 2026. In connection with the same, a pre-bid meeting was held on September 11, 2026, at 11:00 AM in the Board Room, Third Floor, Reserve Bank of India, Bakery Junction, Thiruvananthapuram. List of participants are as indicated below:

(a) List of Bank's Officials who attended the meeting

Sl. No	Name	Designation
1.	Shri Sarath C.K.	Deputy General Manager
2.	Smt. V. Rashmi	Manager
3.	Shri Hemanth Kuppili	Assistant Manager
4.	Shri Rohit Rajendra Done	Assistant Manager
5.	Shri Athul Anand R.	Assistant

(b) List of Chartered Account Firm representatives who attended the meeting

Sl. No.	Name of the firm	Name of the Representative
1	JRS & Co.	Shri Ashwin V. Gopal
2	Rangamani Associates	Shri Nithin C.
3	Sunny Joseph & Associates	Ms. Pavithra K.V.

2. Shri Sarath C.K., DGM welcomed the participants to the meeting. Smt. V. Rashmi, Manager, briefly explained the role of Concurrent Auditors and highlighted the some of the key terms and conditions of the tender document. Thereafter, queries regarding the tender were sought from the participants. The queries raised by the representatives of the firms and the Bank's clarifications are tabulated below.

Sl. No.	Query	Bank's Clarification
i.	Clarification regarding the number of man-days required for	Firms are required to deploy their staff on all working days of the Reserve Bank of India, Thiruvananthapuram Office. It was informed

Sl. No.	Query	Bank's Clarification
	deployment of Concurrent Auditors.	that the working days of the Regional Office (RO) for a calendar year may be ascertained from "Bank Holidays" link on the RBI website (https://www.rbi.org.in/).
ii.	Clarification regarding the calculation of the L1 bidder.	The weightage assigned to technical and financial bids is in the ratio of 70:30 and that the work would be awarded to the bidder securing the highest combined score (Reference: Para 9, page 16 of Tender Document).
iii.	Clarification on whether penalty would be levied if substitute staff are deployed in place of the originally deployed staff due to office exigencies.	The firms may deploy suitable substitute staff of similar qualifications/ experience in the absence of the originally deployed staff. The penalty clause would be applicable only if the number of staff (for respective qualifications) deployed is less than the number prescribed in the Tender Document. (Para 8, page 24 of Tender Document)

3. It was also suggested to the firms to upload the tender documents well in time before the last date of bidding to avoid any last-minute submission in CPP portal (https://etenders.gov.in). The firms were also informed that the EMD of all tenders other than successful tenderer would be refunded on award of contract to successful tenderer.

4. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting along with details indicated in the Tender document shall form part of the Tender/ Contract.

5. The meeting concluded at 11:30 AM.

General Manager (Officer-in-Charge)
Reserve Bank of India
Thiruvananthapuram