Department of Supervision/पर्यवेक्षण विभाग
Central Office / केन्द्रीय कार्यालय
Departmental Services Division / विभागीय सेवाएं प्रभाग
Administration Group / प्रशासन समूह

Minutes of Pre-Bid Meeting-Appointment of Concurrent Auditor for the year 2026-27 by Reserve Bank of India, Department of Supervision, Central Office

(E-tender No. RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO]**)**

Pre-Bid meeting for the captioned tender was held on August 03, 2026, at 11:00 AM in the Conference Room 2 of 20th Floor, Maker Towers 'E' Wing, Cuffe Parade, Mumbai.

List of participants is given below:

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

Sr. No.	Name	Designation
1	Smt. Shruti Srivastava	Manager
2	Shri Abhinay Reddy Nevuri	Assistant Manager

b) List of Chartered Accountant Firm representatives who attended the meeting:

Sr. No.	Name of the Representative	Name of the Firm
1	Shri Neelesh Zaveri	Khandelwal Jain & Co
2	Shri Vijay Bhatt	Khandelwal Jain & Co
3	Shri Deepak R Salvi	Shah Gupta & Co
4	Shri Sandeep Jaiswal	Shah Gupta & Co
5	Shri Satish Nade	SUN SVG & Associates

Minutes of the Meeting:

2. Smt. Shruti Srivastava, Manager welcomed the participants to the meeting. Subsequently, queries were invited from the participants. The details of the queries raised by the representatives and clarifications provided by the Bank are tabulated below:

Sr. No.	Query raised by the CA Firm representative	Clarification provided by RBI, DOS, CO
a	Query regarding average number of vouchers to be checked monthly and variation in terms of percentage.	Reference was made to Page 35 of the tender document. It was clarified that on an average, the number of vouchers to be checked by CAs on a monthly basis would be 500.However, this number is only indicative in nature. There may be an increase or decrease in the number of vouchers based on the specific requirement of the Office/Department.
b	Queries related to presence of Chartered Accountant and Articles	Reference was made to Appointment related Terms and Conditions (page no. 29) Presence of the Chartered Accountant/Partner of the audit firm is required in RBI premises on a daily basis. The requisite staff has to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of ₹1,000/- per day. Under all circumstances, it should be ensured that the staff deployed in the Bank are available on a continuous basis at least for a period of six months. The team deployed by the firm should not be shuffled except in exigencies, and even in such situations, it

		should be ensured that the entire team of three (03) skilled staff are replaced in a staggered manner.
c	The firms expressed opinion that the remuneration of ₹92,000/- specified in the tender is low. It was also queried whether the amount would remain constant for the entire period of engagement.	As stated in page 22 of the tender, ₹92,000/- per month is the minimum bid amount. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected. Further, current tender is for a year (October 01, 2026 to September 30, 2027), with the provision of reappointment for a maximum of two more years, one year at a time, at the same remuneration, subject to satisfactory performance.
d	Whether audit will be conducted entirely on RBI premises or partly from the auditor's office is permitted?	It is clarified that the audit has to be conducted entirely at the RBI premises. While the Maker Towers at Cuffe Parade would be the primary work location, the auditors would have to visit RBI offices at WTC, Cuffe Parade, BKC, if required. No separate conveyance charges would be provided and the renumeration to be quoted is to be inclusive of all costs.
e	Will any increase in scope of audit attract additional remuneration?	Reference was made to Appointment related Terms and Conditions (page no. 30). The Bank reserves the right for addition/ alteration of the scope of audit without prejudice to this appointment. There would be no change in the monthly remuneration on account of this change in the areas of audit.

f	Queries related to process for documentation – whether auditors will be allowed to retain electronic working papers after the completion of engagement?	Reference was made to the non-disclosure clause of the tender document (Page no. 31) The firm/ Company shall not disclose directly or indirectly any information, materials, and details of the Bank's infrastructure/ systems/ equipment etc., which may come to the possession or knowledge of the firm/ company while discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The firm/ company shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The firm/ company shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the permission of the Bank.

3. Firms were also advised to upload the tender documents well before the last date of bidding to avoid any last-minute errors in MSTC portal.

4. Above clarifications are issued for the information for all intending bidders.

5. The meeting concluded at 12:20 PM.

Chief General Manager-in-Charge

Reserve Bank of India

Department of Supervision, Central Office