



भारतीय रिज़र्व बैंक, गुवाहाटी
लेखा परीक्षा, बजट और समन्वयन कक्ष
Reserve Bank of India, Guwahati
Audit Budget and Co-ordination Cell

**Minutes of Pre-Bid Meeting – E-Tender for Appointment of Concurrent Auditor
from October 01, 2025 to September 30, 2026 by Reserve Bank of India, Guwahati**

Tender No. – [RBI/Guwahati/HRMD/4/25-26/ET/262](#)

The Pre-bid meeting for the captioned e-Tender was held on July 14, 2025 at Video Conference Room, 4th Floor, Reserve Bank of India (RBI), Guwahati Office. The meeting was attended by Officials of ABC Cell, Human Resource Management Department (HRMD), RBI, Guwahati (hereinafter referred to as the "**Bank**") and representatives from Chartered Accountant (CA) Firms. The list of Officials from RBI, Guwahati and the CA firms who attended the meeting is enclosed in the [Annexure](#) to this document.

2. Following the brief introduction by the Bank, various queries raised by the prospective bidders/ interested firms, which were clarified. Summary of the same is as under:

Sl. No.	Query	Clarification/ Response given
1.	The representatives of a few firms raised concerns about the low remuneration for the Concurrent Audit.	The firms were advised that the remuneration indicated in the Tender document is the minimum monthly remuneration for the Concurrent Audit. The firms may quote remuneration as per their discretion.
2.	How much would be the transaction fees for applying in the tendering process?	The transaction fees is charged by MSTC and needs to be borne by the bidder. Fees charged by MSTC Ltd. will not be refunded by the Bank in any case. For further



		information on the same, the interested firms may contact the MSTC portal contact persons. (Details of the contact persons are provided in the tender document).
3.	Clarification regarding Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG).	The firms were informed that the EMD deposit will be refunded to all the participants of the bidding process. However, the selected firm (successful bidder), needs to deposit the PBG (10% of Estimated Cost) during the appointment process as a Concurrent Auditor.
4.	Whether the bidding process will be carried out online through the MSTC portal along with submission of relevant document?	Yes, the whole tendering process including, bidding process for Technical and Financial bids, along with submission of relevant documents will be carried out through the MSTC Portal.
5.	Clarification regarding the Penalty Clause was sought.	The presence of Chartered Accountant/ Partner of the firm on all working days (including CTS working days) during working hours is mandatory. Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of ₹3,000/- per day . Monitoring of presence of staff members of the CA firm will be diligently followed.



6.	Does the scope of work for Guwahati Office, include Kohima & Itanagar Sub-Office?	Yes, the selected firm needs to carry out the relevant verification process of the Sub-Offices, through online portals or e-mail communication, while being stationed in Guwahati Office.
7.	<p>Clarification regarding Point No. 21 (stated below) in “Form-1: Application for appointment as Concurrent Auditor: Technical Bid Form”</p> <p><i>“Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)</i> [Documentary evidence may be submitted]”</p>	<p>Documentary evidence may be given as a signed and verified (by a Chartered Account) statement stating the “Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)”.</p>
8.	<p>Clarification regarding Point No. 23 (stated below) in “Form-1: Application for appointment as Concurrent Auditor: Technical Bid Form”.</p> <p><i>“Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor</i> [Details of bank audit experience may be provided in the Form-5]”</p>	<p>For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year, the firm has conducted audit in three banks, the number of year of experience will be considered only one and not three.</p>



Annexure

Participants in the Pre-bid Meeting held on July 14, 2025

Sl. No.	Name of Firms
1.	Hari Singh & Associates
2.	Debashis Mitra & Associates
3.	Parik & Co.

Representatives from RBI, Guwahati present in the meeting

Sl. No.	Name of RBI Representatives
1.	Nimeet Kumar Garg, Manager, ABC Cell, HRMD
2.	Amardeep Bharali, Assistant, ABC Cell, HRMD