



भारतीय रिज़र्व बैंक / Reserve Bank of India  
लेखापरीक्षा, बजट व समन्वयन कक्ष / Audit, Budget & Co-ordination Cell  
मानव संसाधन प्रबंध विभाग / Human Resource Management Department  
तिरुवनंतपुरम / Thiruvananthapuram

**Minutes of Pre-Bid Meeting – Appointment of Concurrent Auditors for the period October 01, 2024 to September 30, 2025 by Reserve Bank of India, Thiruvananthapuram**

Pre-bid meeting for the [captioned tender](#) was conducted as per the schedule on August 13, 2024 at 11:00 AM in Conference room at 2<sup>nd</sup> floor of the RBI Main office building, Thiruvananthapuram. List of participants are as indicated below:

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

S.No	Name	Designation
1	Smt Sujatha J	General Manager
2	Shri. Savio Jose Vaniapura	Manager
3	Shri. M Muthuraja	Assistant Manager
4	Shri. Saran Chandran	Assistant
5	Shri. Rahul R Nair	Assistant

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

SI No	Name of the Representative	Name of the firm
1	Shri Krishanatan N	VARMA & VARMA
2	Shri Sajeew Samuel	Balan Renji & Associates
3	Amitha Varghese	SVRL & Co
4	Rinda E J	

2. The meeting was chaired by Smt. Sujatha Jaganathan, General Manager, HRMD. Shri. Savio Jose Vaniapura, Manager welcomed the participants to the meeting. Subsequently, queries, if any, were invited from the participants regarding the captioned tender. The details of the queries raised by the representatives and clarifications of the Bank are tabulated below:

Sl. No.	Query	Bank's Clarification
a	With respect to page 26, point (xii) which states " <i>The firm will prepare and file GST and Income Tax Returns of the Bank (and also any other related return/s which may come in force subsequently) at the designated intervals.</i> " Whether the	It was clarified that RBI would be preparing and filing the return. The firm is required to verify the correctness of taxes applied and deducted, before payment as well as post payment. The auditors would also verify that the returns are filed correctly.



	firm would be responsible for filing or only checking of the return before filing.	Accordingly, the line may be read as “ <i>The firm would review and verify the correctness of the taxes arrived at and deducted, at both pre-payment (post sanction) and post payment stages. The firm would verify the draft GST and Income Tax returns of the Bank (and also any other related return/s which may come in force subsequently) before filing at the designated intervals, and the correctness of the filed returns thereafter.</i> ”
b	With respect to page 26, point (xiii) which states “The Concurrent Auditor would be required to verify HSNs for ITC eligibility, GSTN active status of the seller and PAN status of the seller. Other <i>miscellaneous works</i> regarding notification, if any, received from various tax authorities” The firms requested clarification on the miscellaneous works.	It was clarified on the ‘ <i>miscellaneous works</i> ’ that the Concurrent Auditor should be aware of changes in IT / GST rates/ rules/ laws, as and when notified by the concerned Government Departments from time to time. The CA should ensure during their verification that latest amendment / notifications in this regard are being complied with by the departments, before payment and while filing of returns. The firm shall not confine themselves to verification of arithmetic accuracy of the vouchers.

3. Firms were also apprised that they should try to upload the tender documents well before the last date of bidding to avoid any last-minute errors in MSTC portal. 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. The firms were also cautioned that the Financial Bid amount should be exclusive of GST and any quote below the minimum bid specified (i.e. ₹1,00,000 monthly) would be disqualified.

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 12:00 PM.

**Regional Director**  
**(Kerala and Lakshadweep)**