



**Minutes of Pre-bid Meeting - Appointment of Concurrent Auditor from October 01, 2025 to September 30, 2026 by Reserve Bank of India, Kanpur**

**e-Tender No. – [RBI/Kanpur Regional Office/HRMD/1/25-26/ET/305](#)**

The Pre-bid meeting for the captioned e-Tender was held on July 25, 2025 at 15:00 hrs at New Conference Room, Reserve Bank of India (RBI), Kanpur Office. The meeting was attended by Officials of ABC Cell, RBI, Kanpur (hereinafter referred to as the "Bank") and representatives from Chartered Accountant (CA) Firms. The list of Officials from RBI, Kanpur and the CA firms who attended the meeting is enclosed in the [Annexure](#) to this document.

2. Followings are details of points/queries discussed and clarifications provided therein in the said meeting:

Sr No.	Query	Clarification/ Response
1.	Whether the calculation of average of annual turnover includes GST?	No, the calculation of average of annual turnover is exclusive of GST.
2.	How to distinguish calculations between Audit Services and Other Services while arriving at average of annual turnover?	The average of annual turnover of previous three financial years, i.e., 2022-23, 2023-24 and 2024-25, of the firm from Audit Services only (as distinct from other activities e.g. consultancy) shall be submitted along with duly certified documentary evidence. Bidders may refer to para 5 of Annex-I (Technical Evaluation) of Tender Document for more details.
3.	Are there any marks awarded in Technical Evaluation for full time Chartered Accountant (CA) employees?	One point each shall be awarded for full time CA employees with a maximum of eight points under the category. Bidders may refer to para 4 of Annex-I (Technical Evaluation) of Tender Document for more details.
4.	Whether penalty will be levied in case firm is unable to replace the absent staff?	Absence of any one or more of the deployed staff/ suitable similar/ equivalent substitute staff would attract a penalty of ₹2,000/- only per day. Bidders may refer to para V of section ' <i>Terms &amp; Conditions of Appointment</i> ' of Tender Document for more details.
5.	Whether the marks will be awarded for experience toward GST audit in banks?	Experience of the CA firm as Concurrent Auditor/ Statutory Central / Branch Auditor of Commercial Banks and/or RBI only shall be considered for evaluation. Bidders may refer to para 7 and para 9 of Annex-I (Technical Evaluation) of Tender Document for more details.



6.	What is the amount and last date for submission of EMD?	All bidders shall deposit EMD for an amount of ₹28,080/- (Rupees Twenty-Eight Thousand and Eighty only) to be remitted through NEFT only. The last date for submission of EMD is August 7, 2025 (by 05:00 PM). Bidders may refer to para 18 and 19 of section ' <i>Important Instructions for Bidders</i> ' of Tender Document for more details.
7.	What is the amount of Performance Bank Guarantee (PBG)? When is it required to be submitted?	Successful bidder shall submit PBG for an amount equal to 5% of the contract value valid for the entire period of currency of contract. Successful bidder may also transfer an amount equivalent to PBG through online mode (NEFT) in lieu of PBG. The PBG or NEFT amount shall be submitted after the award of contract to successful bidder.
8.	Whether vendor registration is required for applying in e-Tender on MSTC portal?	Registration on MSTC portal is required for applying in e-Tender. Eligible/Interested parties may register their firms on MSTC Portal and share the registration/reference number through email ( <a href="mailto:abcckanpur@rbi.org.in">abcckanpur@rbi.org.in</a> ) so that the firm may be whitelisted for applying in this limited tender. Bidders may refer to para A of section ' <i>Important Instructions Regarding e-Tender process</i> ' of Tender Document for more details.
9.	What are the eligibility criteria for applying the tender?	Category-I CA firms registered with ICAI for State of Uttar Pradesh having Registered/Head office in Kanpur are eligible to participate in this Tender. Bidders may refer to para I of section ' <i>Eligibility Criteria</i> ' of Tender Document for more details.

Please note:

- i) This document (Minutes of the Pre-Bid Meeting) shall form a part of the tender.
- ii) Rest of the terms and conditions and specifications of the Tender Document shall continue to remain the same.
- iii) The above amendments/clarifications are issued for the information of all the intending bidders.



## Annexure

### **Participants in the Pre-bid Meeting held on July 25, 2025**

<b>Sr No.</b>	<b>Name of Firms</b>
1.	B C JAIN & CO
2.	P D AGRAWAL & CO
3.	SUDHINDRA JAIN & CO
4.	SHAILESH K GUPTA & ASSOCIATES
5.	RAJIV MEHROTRA & ASSOCIATES
6.	TANDON SETH & CO
7.	A R S A N & CO

### **Representatives from RBI, Kanpur present in the meeting**

<b>Sr No.</b>	<b>Name of RBI Representatives</b>
1.	Shri Ajay Pratap Singh Sisodia, DGM
2.	Shri Jassimran Singh, Manager
3.	Shri Nitish Kumar Singh, Assistant Manager
4.	Shri Uddeshya Patel, Assistant