



**Human Resource Management Department  
Reserve Bank of India  
Jammu**

**Minutes of Pre-bid Meeting - Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Jammu**

**Tender No.:** [RBI/Jammu Regional office/HRMD/2/25-26/ET/317\[Appointment of CAs for 2025-26\]](#)

The Pre-bid meeting for the captioned e-Tender was held on July 25, 2025, at 11:00 Hrs. at the Conference Room, RBI, Jammu Office. The details of staff members from the Bank and the prospective audit firms, who attended the said meeting, are attached herewith ([Annexure-1](#)).

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

Sl. No.	Query raised by Audit Firms	Clarifications provided by the Bank
1.	Clarification regarding Earnest Money Deposit (EMD), Security Deposit and Performance Bank Guarantee (PBG).	<p>EMD of 2% of the estimated amount of tender with taxes, by NEFT mode only to be remitted to RBI Jammu. Tenders without EMD will not be accepted under any circumstances.</p> <p>The EMD deposit will be refunded to all the participants of the bidding process. However, the selected firm (successful bidder), needs to deposit the Security Deposit or Performance Bank Guarantee (5% of Estimated Cost) during the appointment process as the Concurrent Auditor.</p>
2.	Clarification regarding restriction on Firms not eligible to apply for the tender.	<p>The firms which are currently Statutory Auditor/ Statutory Branch Auditors / Concurrent Auditors of the Bank (RBI), and those firms which have conducted such audits in the Bank in the past but at least two years have not elapsed since the completion of such assignment, are not eligible to apply. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and</p>



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		NHB for the years 2023-24 and 2024-25 are not eligible to apply.
3.	Can the financial bid be more than the estimated value of the tender?	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. Applications quoting less than the minimum price will be rejected.
4.	Whether the Concurrent Auditors are required to be present full-time at the RBI office daily and adhere to specific working hours?	The presence of specified staffs as mentioned in the tender document, is mandatory on all working days and will observe the working hours of RBI.

**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 bid document shall continue to remain the same.
- (iii) The above amendments/ clarifications are issued for the information of all the intending bidders.



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**Annexure-1**

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

<b>Sl. No.</b>	<b>Name of the Audit Firm</b>
1.	M/s A K Anand & Co.
2.	M/s Gupta Gupta & Associates LLP
3.	M/s Gupta Sharma & Associates
4.	M/s A Gupta & Associates

**Representatives from the RBI Jammu present in the meeting**

<b>Sl. No.</b>	<b>Name</b>
1.	Shri Rakesh Kumar, AGM, ABCC
2.	Shri Ankit Singh Negi, AM, ABCC