



बेटी बचाओ
बेटी पढ़ाओ

लेखा परीक्षा, बजट एवं समन्वय कक्ष
मानव संसाधन प्रबंध विभाग
जयपुर

**Minutes of Pre-bid meeting held on July 31, 2025 – Appointment of Concurrent Auditor from October 01, 2025 to September 30, 2026
by Reserve Bank of India, Jaipur**

Tender No: [RBI/Jaipur Regional office/HRMD/3/25-26/ET/324](#)

The Pre-bid meeting for the captioned e-Tender was held on July 31, 2025, at 11:00 am. in the Training Room, Third Floor, RBI, Jaipur.

The list of officials from RBI, Jaipur RO and participants is given in the [Annex](#).

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

Sr. No	Query raised by Audit Firms	Relevant Section of Tender Document	Clarifications provided by the Bank
1	What is the scope of audit?	IV: Indicative scope and synopsis of work for Concurrent Auditors (Pg. No. 22)	Indicative scope and synopsis of work for Concurrent Auditors is mentioned in the Tender Document.
2	What will be the location of the audit?	IV: Indicative scope and synopsis of work for Concurrent Auditors (Pg. No. 22)	RBI Jaipur Office
3	What are the working days and hours of the Bank? Is attendance	VIII. Indicative List of Appointment Related Information (Pg. No. 33)	The presence of the Chartered Accountant/ Partner of the firm with 5 skilled staff is mandatory on all working days during the working



	on all days mandatory?		hours, viz., Monday to Friday and from 9:30 am to 5:30 pm. However, the team should be in readiness to render service for additional hours and Saturdays, Sundays, other holidays and during certain instances like Half Yearly/ Annual closing whenever called upon to do so, on account of office exigency/ies.
4	Is presence of CA along with five skilled staff mandatory in office on a daily basis?	VIII. Indicative List of Appointment Related Information (Pg. No. 33)	Yes, as mentioned in the tender document, deployment of adequate staff (1 Qualified CA + 5 skilled articles = 6) will be mandatory in the Office on all working days of the year.
5	How marks will be awarded to applicant firms in the technical bids?	VI. Evaluation Criteria (Pg. No. 17)	The scheme for awarding marks to applicant firms in evaluating the technical bids is mentioned in the Tender Document.
6	Is the remuneration fixed for three years without scope of increase?	VIII. Indicative List of Appointment Related Information (Pg. No. 33)	Yes
7	Whether minimum remuneration as specified in the Tender Document can be increased?	VIII. Indicative List of Appointment Related Information (Pg. No. 33)	No. The minimum remuneration cannot be increased as it has been decided based on the average remuneration of CA/ Articles prevailing in the region.



8	<p>For technical evaluation parameter - 7.</p> <p>If a CA firm has audited many banks simultaneously in a financial year, whether number of banks audited will be considered for calculation of scores?</p>	<p>VI. Evaluation Criteria (Pg. No. 18)</p>	<p>Number of years of experience will be considered not number of audits done. Even if any firm has audited many banks simultaneously in same financial year, the experience will be considered as ONE for that particular year.</p>
9	<p>What will be the evaluation criteria if 2 or more firms secure same marks in technical bidding?</p>	<p>VI. Evaluation Criteria (Pg. No. 21)</p>	<p>The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30, respectively, with the bidder obtaining the highest total marks becoming eligible for appointment.</p> <p>In the event of tie after final evaluation, the tie will be resolved by evaluating the firm based on four parameters of technical evaluation viz.</p> <p>(1) Experience of the CA firms in bank audits</p> <p>(2) Experience of the firm</p> <p>(3) Full-Time FCA Partners and</p> <p>(4) Average Turnover, with these parameters being sequentially considered</p>

3. The participants were informed to go through the tender document carefully before submitting the bid. They were also advised to submit the details of EMD transferred along with the technical bid form. The meeting concluded at 12:00 pm.



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.



Annex

List of Participants

Name of Intending Bidders & Representatives		
Sr. No	Name of the Audit Firm	Representative of the firm
1	G. R. Gupta And Co.	CA Gaurav Gupta
2	Mathur & Company	CA Manisha Maheshwari
3	Ramanand Goyal & Co.	CA Punit Gupta
4	Garg Narendra & Associates	CA Narendra Agarwal
5	Abhishek Sharma & Co.	CA Ashok Saini
6	Abhishek Sharma & Co.	Priyang Gupta
7	R. P. Khandewal & Associates	CA Ronak Khandelwal
8	R. P. Khandewal & Associates	Rajesh Saini
9	Bhandawat and Company	CA Shubham Jangid
10	Bhandawat and Company	Rahul
11	Ghiya & Co.	CA Shubham Ashish
12	Ghiya & Co.	Ashish Ghiya
13	Shah Patni & Co.	CA Naman Jain
14	Vinod Singhal & Co. LLP	CA Monu Rangrej
15	D R Mohnot & Co.	Manoj Kumar

Representatives from the Bank present in the meeting

Name & Designation of RBI Officials		
Sr. No	Name	Designation
1	Shri Govind Singh, ABCC	Manager
2	Shri Ankush Kadu, ABCC	Assistant Manager
3	Ms Nishigandha Thakur, ABCC	Assistant Manager