



भारतीय रिज़र्व बैंक
लेखा परीक्षा बजट एवं समन्वय कक्ष
लखनऊ

Minutes of Pre-bid meeting held on July 21, 2025 – Appointment of Concurrent Auditor from October 01, 2025 to September 30, 2026 by Reserve Bank of India, Lucknow

Tender No.: [RBI/Lucknow Regional Office/HRMD/3/25-26/ET/289](#)

The Pre-bid meeting for the captioned e-Tender was held on July 21, 2025 at 15:00 Hrs. at the Conference Room, RBI, Lucknow 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
I.	Whether any authorization was required by RBI Lucknow to apply for the bid.	Since it is a limited tender and Category-1 Audit Firms having Registered Office/ Head Office in Lucknow are only eligible to apply, the prospective Audit Firm is required to register themselves on MSTC portal. They shall share the Unique Reference No. by email (email: abcclucknow@rbi.org.in) to RBI Lucknow for acceptance. Once it is authorized, they can apply for the bid.
II.	Whether Technical and Financial bids would be opened together?	Only the Technical bids would be opened at the first instance. The financial bids of the Audit Firm, who qualified in Technical bid would be opened.



III.	Whether Chartered Accountant (CA) and Cost & Management Accountant (CMA) are considered equal for this tender?	Chartered Accountant (CA) and Cost & Management Accountant (CMA) are not considered equally for this tender.
IV.	Whether Full-Time CA Employees of the firm who have turned out to be partner of the same firm, would be considered as Full-Time employees?	Partners of firm would not be considered as Key - Professional Staff - Full-time employees.
V.	As Memorandum of Association (MoA) & Articles of Association (AoA) are not applicable for Partnership firms, what else documents they need to furnish?	Partnership firm, Constitution Certificate or any other equivalent documents may be furnished. It was also clarified that the Bank may ask any other additional documents at later stages, if so required necessary.
VI.	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g., Consultancy) One point (1.0) each for completed ₹60 lakh and its multiples at other places. The audit firm expressed the limit of ₹60.00 lakh to be on higher side and requested for consideration of lower amount.	This amount is defined in Tender Document and it is not viable to review as of now.



VII.	What kind of supporting documents to be provided?	The Audit Firm should provide supporting documents wherever specified.
VIII.	Whether experience of audit in SIDBI is considered as an experience in RBI as mentioned at Sl. No. 9 of table provided in Annex-1 (Criteria for Technical Evaluation).	No. Only previous experience in RBI as Concurrent Auditor / Statutory Central / Branch Auditor will be considered for evaluation.
IX.	What is the duration of association of FCA partners?	Number of Full Time (FCA) partners associated with the firm throughout the calendar year immediately preceding the year of empanelment.
X.	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	The firm should provide the Experience Certificate issued by the banks where they have rendered audit services earlier.

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.*



Annexure-1

Participants in the Pre-bid Meeting held on July 21, 2025

Sl. No.	Name of the Audit Firm
1.	M/s Jitendra Agarwal & Associates.
2.	M/s Sudeep Kulsreshtha & CO.
3.	M/s Kumar Swaroop & Company.
4.	M/s Vimal Dixit & Associates.
5.	M/s Amit S. & Associates.

Representatives from the Bank present in the meeting

Sl. No.	Name
1.	Shri Kumar Naveen, Manager, ABCC
2.	Smt. Krati Agarwal, AM, ABCC
3.	Ms. Riya Charak, AM, ABCC
4.	Shri Masood Ul Akhtar, Sr. Assistant, ABCC