



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

Tender No. – [RBI/SHIMLA REGIONAL OFFICE/Others/3/25-26/300](#)

The Pre-bid meeting for the captioned e-Tender was held on July 23, 2025 at 15:00hrs at Conference Room, 1st Floor, Reserve Bank of India (RBI), Shimla Office. The meeting was attended by Officials of ABC Cell, RBI, Shimla (hereinafter referred to as the "**Bank**") and representatives from Chartered Accountant (CA) Firms. The list of Officials from RBI, Shimla 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:

Sl. No.	Query	Clarification/Response given
1.	Whether the Concurrent Auditor are required to be present full-time at the RBI office on a daily basis and adhere to specific working hours?	The presence of chartered accountant/partners of the firm on all working days during working hours is mandatory. The staff have to be present on all working days of RBI and observe the working hours of RBI.
2.	Whether any amount, in addition to the Earnest Money Deposit (EMD), is required to be submitted to the Reserve Bank of India prior to participating in the bidding process.	Bidders(s) need to submit necessary Earnest Money Deposit (EMD), Tender fees (if any) and Transaction fees (If any) to be eligible to bid online in the e-Tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by the Tender inviting authority.
3.	Clarification regarding Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG).	The EMD deposit will be refunded to all the participants of the bidding process. However, the selected firm (successful bidder), needs to deposit the PBG (10% of Estimated Cost) during the appointment process as a Concurrent Auditor.
4.	Whether all relevant documents are to be uploaded through the MSTC portal?	The whole tendering process along with submission of relevant documents will be carried out through the MSTC Portal.



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

Participants in the Pre-bid Meeting held on July 23, 2025

Sl. No.	Name of Firms
1.	R Y T S AND ASSOCIATES
2.	ANIL KAROL & CO

Representatives from RBI, Shimla present in the meeting

Sl. No.	Name of RBI Representatives
1.	Shri Deepak Kundu, AGM, ABC Cell
2.	Shri Tahir Naveed, AM, ABC Cell
3.	Shri Ravinder Singh, Assistant, ABC Cell