



भारतीय रिज़र्व बैंक / Reserve Bank of India  
लेखापरीक्षा, बजट व समन्वयन कक्ष / Audit, Budget & Co-ordination Cell  
मानव संसाधन प्रबंध विभाग / Human Resource Management Department  
कोच्ची / Kochi

**Minutes of Pre-Bid Meeting – Appointment of Concurrent Auditor for the period October 01, 2025 to September 30, 2026 by Reserve Bank of India, Kochi**

Pre-bid meeting for the [captioned tender](#) was conducted as per the schedule on July 23, 2025 at 03.00 PM in Video Conference room at 3<sup>rd</sup> floor of the RBI Office Building Kochi. List of participants are as indicated below:

(a) List of Bank's Officials who attended the meeting

S.No	Name	Designation
1	Shri Vineeth R Nair	Assistant General Manager
2	Shri Dijesh M	Assistant Manager

(b) List of Chartered Account Firm representatives who attended the meeting

SI No	Name of the Representative	Name of the firm
1.	Shri KL George	M/s KJ Anto & Co
2.	Shri Hariharan P	
3.	Shri D Paul Ranjan	M/s A John Moris & Co
4.	Shri Jeess Jose	M/s PSDY & Associates
5.	Shri Viju Mathew	M/s Roy Varghese & Associates
6.	Shri Dijo Philip Mathew	M/s Ayyar & Cheriyan
7.	Shri Rince Jose	M/s AAKK & Associates
8.	Shri Pradeep R	M/s Isaac & Suresh

2. The meeting was chaired by Shri Vineeth R Nair, Assistant General Manager, HRMD. Shri. Dijesh M, Assistant Manager welcomed the participants to the meeting.

Subsequently, queries, if any, were invited from the participants regarding the captioned tender. The details of the queries raised by the representatives and clarifications of the Bank are tabulated below:

Sl. No.	Query	Bank's Clarification
a.	Whether the audit involves travelling to other places?	It was clarified that travelling is not involved as the audit has to be conducted within the office premises.



b.	(i) Whether the audit staff is required to attend the office on all working days?  (ii) What is the working hour of the office?	(i) It was clarified that the audit staff has to attend the office on all working days.  (ii) The working hour of the office is from 09.15 AM to 05.30 PM.
c.	(i) Whether CA's presence is compulsory in the office?  (ii) The remuneration fixed for the audit is on the lower side as per the market rate.	(i) It was clarified that as per the tender conditions CA's presence is compulsory in the office. (ii) It was clarified that the minimum remuneration for Kochi Office is ₹59,000 (Rupees Fifty- Nine Thousand Only) monthly exclusive of GST. As per ICAI guidelines, the minimum remuneration needs to be indicated while inviting bids from the eligible Chartered Accountant firms for appointment as Concurrent Auditors of the Bank.
d.	Whether checklist for the audit and format of monthly audit report will be provided by RBI?	It was confirmed that audit checklist and format of monthly audit report will be provided by RBI.
e.	Which are the main functional areas of the office.	It was informed that the departments of the office are there in the ' <b>Synopsis for Auditor</b> ' (page number 41, paragraph No 7) uploaded along with the tender documents in RBI website.
f.	Whether 'DISA' qualification of the Auditors will have added advantage in technical evaluation?	It was clarified that technical and financial evaluation process are mentioned in Annex I & II of the tender documents.

3. Firms were also apprised that they should try to upload the tender documents well before the last date of bidding to avoid any last-minute errors in MSTC portal. The firms were also informed that the EMD of all tenders other than successful tenderer would be refunded on award of contract to successful tenderer. The firms were also cautioned that the Financial Bid amount should be exclusive of GST and any quote below the minimum bid specified (i.e. ₹59,000 monthly) would be disqualified.

4. Bidders shall note that all the above clarifications provided by the Bank during the pre-bid meeting along with details indicated in the Tender document shall form part of the Tender/Contract.

5. The meeting concluded at 03.45 PM.

**Chief General Manager**  
**Reserve Bank of India, Kochi**