



July 25, 2022

Minutes of Pre-Bid Meeting - Appointment of Concurrent Auditors for the year 2022-23 w.e.f October 1, 2022 to September 30, 2023 by Reserve Bank of India, Guwahati.

E tender No: [RBI/Guwahati/HRMD/22/22-23/ET/185](#)

The Pre-bid meeting for the captioned E-tender was conducted through Cisco-WebEx platform on July 22, 2022 at 2.30 PM. The meeting was attended by Officials from Human Resource Management Department (HRMD), Reserve Bank of India, Guwahati (hereafter mentioned as the "Bank") and representatives from Chartered Accountant (CA) Firms. The list of Officials from RBI, Guwahati and representatives from CA firms who attended the meeting is enclosed in the Annexure to this document.

2. Following the brief introduction by the Bank, various queries raised by the prospective bidders/interested firms were clarified by the Bank. Summary of the same is as under:

Sl. No.	Query	Clarification / Response given
1	Reports are to be submitted online in the portal of RBI or are to be printed and submitted. If printed, then will the printing facility be provided by the RBI office?	Monthly Audit Report needs to be uploaded in portal/package managed by RBI and printed report is also required to be submitted. Printing facility will be provided at the place designated for the CA team in the Bank.
2	Kindly clarify point no. 7 of the terms and conditions.	There is an error in point no. 7. The para may be read as <i>"The staff as indicated in point no. 6 has to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank. In normal course the team deployed by the firm is not to be shuffled, but only under extreme exigency."</i> Inadvertently, point no. 5 was given instead of point no.6.
2(i)	Can the team members of the Concurrent Audit team be shuffled?	In normal course the team deployed by the firm is not to be shuffled, but only under extreme exigency.
3	One of the requirements is "The firm will prepare and file Income Tax/ GST (monthly and annual) returns of the Bank (and also any other related return/s which may come in force subsequently) at the designated intervals. The firm will also prepare and file the quarterly TDS/TCS returns" Does the RBI accounting software facilitate preparation of the TDS/GST returns or the data needs to be fed into another return preparation software?	No, the RBI accounting software does not facilitate preparation of the TDS/GST returns. The necessary data in the requisite format shall be provided by RBI to the appointed CA firm.
3(i)	Further, whether <i>return preparation</i>	It is not permitted to be installed in the

	<i>software</i> will be allowed to be installed in RBI systems?	RBI systems. But CAs are allowed to carry their own laptops and use the data provided by RBI for preparation of returns.
4	Criteria for Technical Bid Evaluation (Annex - 1): Point 6 Experience of the firm in bank audits: The experience of doing system/is audit of Co-operative Banks also considered?	Yes
5	We are unable to see the tender document/pay the transaction fees in the MSTC Portal	Firm is requested to reach MSTC contact person as provided in the communication mails. In case, the technical issues have already been resolved by MSTC, please forward your user ids to abccguwahati@rbi.org.in , so that the firm can be tagged for the bidding process.
6	Will step by step guidance for bidding in MSTC portal provided by RBI	Technical assistance will be provided by MSTC contact persons.
7	How the minimum fee is calculated?	The minimum monthly remuneration indicated in the tender document has been calculated on the basis of required deployment of qualified manpower and the magnitude of transactions, as informed by our Central Office.
8	The representative of a few firms raised concerns about the low remuneration for the concurrent audit.	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.
9	Reimbursement of TA/DA for offices to be visited for audit.	No reimbursement of travelling expenses will be entertained by the Bank.
10	Any other allowance is paid to concurrent auditor like DA	Apart from agreed monthly remuneration (exclusive of GST) no other allowance shall be paid by the Bank.
11	Timing for working hours	As per Bank working hours.
12	Total monthly working days required.	All Bank working days (Banking Department).
13	Volume of work.	Approximately 1000 vouchers per month apart from the preparation of the monthly Audit reports.

Representatives from RBI, Guwahati present in the meeting.

Sr. No.	Name of the Staff Member	Designation
1	Nabin Khakhary	Assistant General Manager
2	Nirmala Balasubramanian	Manager
3	Nirmal Kumar Jha	Assistant
4	Rahul Deb	Assistant

Participants in the Pre-Bid-Meeting held on July 22, 2022

Sr. No	Name of Participant	Firm Name
1	Rahul Nawlakha	P. Gaggar & Associates
2	Naman Jain	SASD &Co
3	Sandeep Agarwal	SASD &Co
4	Debashis Mitra	Debashis Mitra & Associates
5	Himangshu Goswami	Himangshu Goswami & Co
6	Kailash Kumar Agarwala	SPRK & Co
7	Subhash Purohit	B L Purohit & Co