



शिमला कार्यालय

Notice Inviting Tender

Appointment of Concurrent Auditors for the period October 01, 2022 to September 30, 2023 by Reserve Bank of India, Shimla through E- Procurement

Reserve Bank of India (RBI), Shimla invites tenders from eligible CA firms (as defined in the tenderdocument), for Appointment of Concurrent Auditors for the period from **October 01, 2022 to September 30, 2023** (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank).

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>) Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from both the RBI website www.rbi.org.in under 'Tender' section and from the website www.mstcecommerce.com. The last date for submission of tenders is August 10, 2022 till 05:00 PM. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

The Bank shall have the right to cancel, modify the Tender and extend the deadline for submission of Tender. Further, the Bank reserves the right to accept any Tender, either in full or in part and to reject any or all the Tenders without assigning any reason thereof.

Any amendment(s)/ corrigendum/ clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website /e-portal for any Amendment/ Corrigendum/ Clarification on the above website.

Regional Director
Reserve Bank of India
Shimla

SCHEDULE OF TENDER

Note: This is a tender enquiry through MSTC portal. Bidders are advised to first visit our website <https://www.rbi.org.in> through 'Tenders' link and check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online through e-Tender mode only.

Particulars	Information
e-Tender no.	RBI/Shimla/Shimla/1/22-23/ET/218
Name of the Tender	Appointment of Concurrent Auditor for RBI, Shimla - October 01, 2022 to September 30, 2023
Date of Notice Inviting e-tender available for view/download on RBI website	July 20, 2022
Estimated value of tender i.e. Minimum remuneration fees (per month)	₹47000/- i.e. ₹5,64,000/- for 12 months (inclusive of all costs and exclusive of GST)
Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd
Date of Starting of online submission of e-Tender (Technical and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 20, 2022 from 03:00 P.M. onwards
Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 10, 2022 till 05:00 P.M.
Date & time of opening of Part-I (Technical Bid) of Tender	August 11, 2022 03:30 P.M.
Date of opening of Part-II (Financial Bid) of Tender	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Shimla. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them.
Earnest Money Deposit (EMD)	EMD of ₹13,310/- (Rupees Thirteen thousand three hundred ten only) by NEFT mode only Details of NEFT: - Beneficiary Name: Reserve Bank of India, Shimla Beneficiary A/c No: 186003001 IFSC Code: RBIS0SMPA01 (5th and 10th letter being zero). <i>Only successful bidder will pay the EMD amount which will be retained with the bank till the period of assignment.</i>



भारतीय रिज़र्व बैंक, शिमला द्वारा ई-प्रोक्योरमेंट के माध्यम से 01 अक्टूबर, 2022 से 30 सितंबर, 2023 की अवधि के लिए समवर्ती लेखा परीक्षकों की नियुक्ति

भारतीय रिज़र्व बैंक (आरबीआई), शिमला **01 अक्टूबर, 2022 से 30 सितंबर, 2023** (बैंक द्वारा मूल्यांकन के अनुसार संतोषजनक प्रदर्शन के अधीन दो और वर्षों के लिए विस्तार योग्य) तक की अवधि के लिए समवर्ती लेखा परीक्षकों की नियुक्ति के लिए पात्र समवर्ती लेखापरीक्षक फर्मों (निविदा दस्तावेज में परिभाषित) से निविदाएं आमंत्रित करता है। निविदा प्रक्रिया एमएसटीसी लिमिटेड के ई-निविदा पोर्टल (<https://www.mstcecommerce.com/eprochome/rbi>) के माध्यम से निष्पादित की जाएगी। इच्छुक निविदाकर्ताओं को निविदा प्रक्रिया में भाग लेने के लिए उपरोक्त वेबसाइट के माध्यम से एमएसटीसी लिमिटेड के साथ खुद को पंजीकृत करना होगा।

निविदा दस्तावेज भारतीय रिज़र्व बैंक की वेबसाइट www.rbi.org.in से 'निविदा' अनुभाग और वेबसाइट www.mstcecommerce.com दोनों से डाउनलोड किया जा सकता है। निविदाएं जमा करने की अंतिम तिथि **10 अगस्त, 2022 शाम 05:00 बजे** तक है। उपरोक्त प्रक्रिया के लिए केवल पोर्टल के माध्यम से जमा की गई निविदाओं को स्वीकार किया जाएगा। निविदाएं, यदि उक्त तिथि और समय के बाद (किसी भी रूप में) प्राप्त होती हैं, तो बैंक द्वारा स्वीकार नहीं की जाएगी।

बैंक को निविदा को रद्द करने, संशोधित करने और निविदा जमा करने की समय सीमा बढ़ाने का अधिकार होगा। इसके अलावा, बैंक किसी भी निविदा को पूर्ण या आंशिक रूप से स्वीकार करने और किसी भी या सभी निविदाओं को बिना कोई कारण बताए अस्वीकार करने का अधिकार सुरक्षित रखता है।

इस निविदा के संबंध में कोई भी संशोधन/शुद्धिपत्र/स्पष्टीकरण केवल वेबसाइट/ई-पोर्टल पर अपलोड किया जाएगा। आवेदकों को उपरोक्त वेबसाइट पर किसी भी संशोधन / शुद्धिपत्र / स्पष्टीकरण के लिए नियमित रूप से उपरोक्त वेबसाइट / ई-पोर्टल की जांच करनी चाहिए।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
शिमला



Appointment of Concurrent Auditors for the period October 01, 2022 to September 30, 2023 by Reserve Bank of India, Shimla through E-Procurement

Reserve Bank of India (RBI), Shimla invites tenders from eligible CA firms (as defined in the tender document), for Appointment of Concurrent Auditors for the period from **October 01, 2022 to September 30, 2023** (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank).

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>) Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from both the RBI website www.rbi.org.in under 'Tender' section and from the website www.mstcecommerce.com. The last date for submission of tenders is **August 10, 2022 till 05:00 PM**. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

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**Regional Director
Reserve Bank of India
Shimla**



Reserve Bank of India
Audit and Budget Co-ordination Cell

Shimla Office

E-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, Shimla Office. (e-Tender No.- RBI/Shimla/Shimla/1/22-23/ET/218)

Reserve Bank of India, Shimla Office, (hereinafter called “the Bank”), invites e-Tender under Two- Bid system (Technical & Financial Bid) for the Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 for Reserve Bank of India, Shimla Office.

The appointment of the Concurrent Auditors (CAs) will initially stand for the period October 01, 2022 to September 30, 2023. However, the same may be renewed for a second (October 01, 2023 to September 30, 2024) and third year (October 01, 2024 to September 30, 2025) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.

The last date for submission of e-Tender on MSTC portal (www.mstcecommerce.com) is **August 10, 2022 till 05:00 P.M.** The Part-I (Technical Bid) of the e-tender will be opened electronically on **August 11, 2022 at 03:30 P.M.** In the event of any date indicated above being declared a holiday, the next working day shall become operative for the respective purpose mentioned herein. The Bank reserves the right to reject any tender without assigning any reason thereof.

Tender document can be downloaded from the ‘Tenders’ link on our website www.rbi.org.in as well as from www.mstcecommerce.com i.e. MSTC portal. Any amendment(s)/ corrigendum/ clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website /e-portal for any Amendment/ Corrigendum/ Clarification on the above website.

Regional Director
RBI, Shimla

DISCLAIMER

The Audit and Budget Coordination Cell(ABCC) of Reserve Bank of India, Shimla, has prepared this document to give background information on the captioned contract to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believes it to be in order, neither the Bank nor any of its authorities or agencies or any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and that they do not rely only on the information provided by the Bank in submitting the e-Tender. The information is provided on the basis that it is non-binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

The Bank reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timeline reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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Important Instructions for E-Tender

Tenderers are requested to read the Terms and Conditions of this Tender before submitting their online Tender.

The 'TECHNICAL BID' and the 'FINANCIAL BID' (Part - I & Part - II) are to be submitted online (ONLY) at www.mstcecommerce.com/eprochome/rbi

Process of e-Tender:

A) Registration: The process involves registration of the Tenderer with MSTC e-procurement portal which is free of cost. **Only after registration, the Tenderer(s) can submit his / her / their bids electronically.** Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. **The Tenderer should possess Class III signing type digital certificate.** The Tenderer/s are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

1). Tenderers are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts. → Select RBI Logo → Register as Tenderer → Filling up details and creating own user id and password → Submit.

2). Tenderers will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, Tenderers may contact RBI / MSTC (before the scheduled time of the e-Tender).

Contact person (RBI):

1. Mrs. Sheenam Kumar, Manager, Reserve Bank of India, Shimla, H.P.-171009
Phone: 0177-2627303; +91- 8283000246

Email id: sheenamkumar@rbi.org.in

2. Mr. Abhishek Singh, Assistant Manager, Reserve Bank of India, Shimla, H.P.-171009
Phone: +91- 8896453700

Email id: singhabhishek@rbi.org.in

Contact details (MSTC Ltd.):

1. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in – Landline - 022 22886268

2. Mr. Sushil Nale, Asst. Manager – sushil@mstcindia.co.in - Mobile-09987758430
Google hangout ID - (for text chat) - mstceproc@gmail.com

System Requirements:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser
- iii) Signing type digital signature

Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected

If Mode is enabled, remove tick from tick box mentioning “Enable Protected Mode”.

Other Settings:

- Tools =>Internet Options=>General =>Click on Settings under “Browsing History/ Delete Browsing History” =>Temporary Internet Files =>Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once).

All entries in the Tender should be entered in the Formats as specified above without any ambiguity.

Tenders will be opened electronically on the specified date and time as given in the Tender.

Transaction fee:

The Tenderers shall pay the transaction fee using “**Transaction Fee Payment**” link under “My Menu” in the Tenderer login. The Tenderers have to select the particular Tender from the event dropdown box. The Tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the Tenderer shall generate a challan by filling up a form. The Tenderer shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the Tenderer shall have the provision of making payment using their Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized, and the Tenderer shall be receiving a system generated mail.

Transaction fee is non-refundable. A Tenderer will not have the access to online e-Tender, without making the payment towards the transaction fee.

Tenderers are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid. Information about Tenders / Corrigendum uploaded shall be sent by email only during the process, till finalization of Tender. Hence the Tenderers are required to ensure that **their Email ID provided is valid and updated at the time of registration of Tenderer with MSTC.** Tenderers are also requested to **ensure validity of their DSC**(Digital Signature Certificate). Tenderers are advised to see Corrigendum, if any, before submitting their bids. e-Tender cannot be accessed after the due date and time mentioned in NIT (Notice Inviting Tender).

Bidding in e-Tender:

- a) The process involves Electronic Bidding for submission of Technical and Financial Bid (Part - I & Part - II).
- b) The Tenderer(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → e- procurement → PSU / Govt. depts → Login under RBI → My Menu → Auction Floor Manager → Live Event → Selection of the live event.

- c) The Tenderer should have running JAVA application. This exercise has to be done immediately after opening of Bid floor and they have to fill up Common terms / Commercial specification and save the same. After that, they should click on the Technical bid. If the JAVA application does not run, then the Tenderer will not be able to save / submit his Technical bid.
- d) After filling the Technical Bid, Tenderers have to click 'save' for recording the same. Once the Financial Bid link becomes active and the details are filled up, Tenderers have to click on "save" to record the Financial bid. After both the Technical bid & Financial bid have been saved, Tenderer has to click on the "Final Submission" button to register the bids.
- e) Tenderers may use Attach Doc button to upload documents. Multiple documents can be uploaded.
- f) In all cases, Tenderers are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
- g) During the entire e-Tender process, the Tenderers will remain completely anonymous.
- h) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i) All electronic bids submitted during the e-Tender process shall be legally binding on the Tenderer. Any bid will be considered as the valid bid offered by that Tenderer and acceptance of the same by the Tender inviting authority will form a binding contract between Tender inviting authority and the Tenderer for execution of work.
- j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- k) The Tender inviting authority reserves the right to cancel or reject or accept or withdraw or extend the Tender in full or part as the case may be without assigning any reason thereof.

Any deviation from the terms and conditions of the Tender document for tenderers shall not be acceptable. The submission of the bid in the e-Tender floor by the Tenderer confirms his/her acceptance of the terms & conditions for the Tender. Any order resulting from this Tender shall be governed by the terms and conditions mentioned therein.

Tenderers are requested to read the Tenderer guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding. **Tenderers shall quote only base rate without GST for each item as specified in the portal. No change in quoted rates shall be accepted.**

MSTC portal will be available from July 20, 2022 to August 10, 2022 for uploading the documents and bidding.

SCHEDULE OF TENDER

Note: This is a tender enquiry through MSTC portal. Bidders are advised to first visit our website <https://www.rbi.org.in> through 'Tenders' link and check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online through e-Tender mode only.

Particulars	Information
e-Tender no.	RBI/Shimla/Shimla/1/22-23/ET/218
Name of the Tender	Appointment of Concurrent Auditor for RBI, Shimla - October 01, 2022 to September 30, 2023
Date of Notice Inviting e-tender available for view/download on RBI website	July 20, 2022
Estimated value of tender i.e. Minimum remuneration fees (per month)	₹47000/- i.e. ₹5,64,000/- for 12 months (inclusive of all costs and exclusive of GST)
Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd
Date of Starting of online submission of e-Tender (Technical and Financial Bid) at www.mstcecommerce.com/eprhome/rbi	July 20, 2022 from 03:00 P.M. onwards
Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 10, 2022 till 05:00 P.M.
Date & time of opening of Part-I (Technical Bid) of Tender	August 11, 2022 03:30 P.M.
Date of opening of Part-II (Financial Bid) of Tender	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Shimla. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them.
Earnest Money Deposit (EMD)	EMD of ₹13,310/- (Rupees Thirteen thousand three hundred ten only) by NEFT mode only Details of NEFT: - Beneficiary Name: Reserve Bank of India, Shimla Beneficiary A/c No: 186003001 IFSC Code: RBIS0SMPA01 (5th and 10th letter being zero). <i>Only successful bidder will pay the EMD amount which will be retained with the bank till the period of assignment.</i>

Important Instructions for bidders

1. The intending bidders should refer to the Scope of audit, Terms and conditions of the captioned tender before submitting their bids.
2. Before submitting the tender, the bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this tender.
3. Corrections, if any, in the quotation shall be duly authenticated with full signature of authorized person.
4. Bidder/ authorized signatory of the Bidder must sign on each page of the tender and upload on the portal.
5. In the first stage, the Technical Bid (Part-I) will be opened at **03:30 P.M. on August 11, 2022 at RBI, Shimla, Himachal Pradesh in online mode.** The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Reserve Bank.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed, after evaluation of Technical bid (i.e. Part -I) will be opened. The shortlisted bidders will be intimated regarding date and time of online opening of the financial bids.
7. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
8. Tender would remain open for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever

is earlier.

9. Falsification/ suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
10. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.
11. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all of the tenders received without assigning any reason thereof.
12. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from ABCC, RBI Shimla, at least **ten days** before submitting his/ her bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out **in writing**. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by ABCC, RBI Shimla, no written or oral communication, presentation or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.

I. **Form 1 (with Appendices 1 and 2)**

e- Tender for appointment as Concurrent Auditor: Technical Bid Form

1.	Name of the Firm	
2.	Complete Postal Address	
3.	Telephone number(s)	
4.	Email address	
5.	Date of opening of the Firm	
6.	Goods and Services Tax Identification number (GSTIN) / Service Tax Registration Number	
7.	Firm registration no.	
8.	Unique Code No.	
9.	Permanent Account Number (PAN)	
10.	Number of Full-time (FCA) partners	
11.	Details of the Partners (as per Appendix-1)	
12.	No. of qualified Chartered Accountant (CA) employed	
13.	No. of Skilled staff- qualified in Group-II of IPCC	
14.	No. of Semi-skilled staff - qualified in Group I - IPCC	
15.	No. of other Assistants	
16.	Details of Experience of the Firm in audits in banks/ RBI (as per Appendix-2)	

I declare that

- (a) The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.
- (b) The firm or no partner has been debarred or black listed by any Government/ Semi-Government organization/ institution in India or abroad.

Signature of Authorized Signatory with the Seal of the firm

Appendix 1 (to Form 1)

Details of the Partners						
Name of the Partner	Date of becoming		Date of joining the firm	Membership No.	Educational Qualifications	Experience
	ACA	FCA				

Signature of Authorized Signatory with the Seal of the firm

Part-II (e-Tender No.- RBI/Shimla/Shimla/1/22-23/ET/218)

Form 2

Tender for appointment as Concurrent Auditor: Financial Bid Form

1 Name of the Firm :

2 Complete Postal Address :

3. Monthly remuneration for carrying out Concurrent Audit in RBI
(including all costs and excluding applicable taxes)

(Amount in rupees - in words) -----

(Amount in rupees - in figures) -----

Signature of Authorized Signatory with the Seal of the firm

NOTE: Form-2 above, is only for information/ reference. Bidders are advised NOT to submit Form-2 (i.e. 'Financial Bid' or Part-II) included within Form-I (i.e. 'Technical Bid' or Part-1) on the MSTC portal as Form-2 (Financial Bid) will be entered in a separate window on portal at the time of entering both bids.

If submitted along with the Part-I, such Financial bids will be summarily rejected.

Bidders must enter the 'Financial Bid' under the 'Event Catalog' on the MSTC portal.

II. Eligibility Criteria

- Only those CA firms belonging to **Category – I**, having their Offices in Shimla, **Himachal Pradesh** are eligible for participation in this Limited Tendering process. The firm has to submit proof of having office in Shimla.
- List of the firms eligible for bidding is given in [Annex-C](#).
- The bids indicating less than the minimum monthly remuneration will be out-rightly rejected.
- The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
- The firm or no partner should have been debarred or black listed by any Government /Semi –Government organization/institution in India or abroad.

Note- Please note that the Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI, Shimla in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2022 are **NOT** eligible for this process. An undertaking to this effect as provided in [Annex-D](#) is required to be submitted by the firm.

III. Evaluation Criteria

Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per methodology given below:

(i) Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.

(ii) Quality, competence and reliability of the firm is of paramount importance along with parameters mentioned at (f) below in this tender. The decision of appointment would be made as under:

(a) Only those firms securing 60 or more marks (out of 100) in the Technical bid, will be eligible for the next stage of financial evaluation. (Detailed in [Annex-A](#))

(b) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks as mentioned at (a) above, indicating the date and time set for the next part i.e. opening of the financial bids. The notification will be sent by e-mail.

(c) The financial bids shall be opened online in the presence of the bidders representatives who choose to attend (only one representative per bidder). The name of the bidder, the quality score and the offered prices shall be read aloud and recorded when the financial bids are opened.

(d) The maximum marks that can be secured under financial evaluation will be 100 as detailed in [Annex-B](#).

(e) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of **60:40** with the bidder obtaining the highest total marks becoming eligible for appointment.

(f) In case of a tie, it may be resolved by giving additional weightage to the firm that has higher number of years of experience, or more number of FCA partners, or longer association of partners with the firms, or more number of key professional staff/skilled staff, or more number of years of experience in bank and/or RBI audits, with these parameters being sequentially considered in the order in which they have been listed out under the technical evaluation criteria as per [Annex-A](#).

Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids

Sl. No.	Particulars	Certified documents must be uploaded
1	Proof of being Category I Chartered Accountant (CA) Firm	ICAI Certificate
2	Proof of PAN registration	Copy of PAN Card
3	Proof of GST registration	Copy of GST Registration Certificate
4	Bidder should be a company registered under Companies Act or an LLP registered under LLP Act or Partnership Firm or Proprietary firm	Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed/ Similar other relevant documents
5	Details of Partners	i. Partnership Deed and/or similar other relevant document and ii. ICAI Firm Card
6	Experience of the Firm - No. of years	ICAI Firm card
7	Number of Full time Fellow Chartered Accountant (FCA) Partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed deed/ Similar other relevant documents
8	Association with the same firm – No. of partners	i. ICAI Firm card ii. Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed / similar other relevant documents.
9	Number of Full time CA employees presently deployed – Key professional staff	i. Membership number & related ICAI certificate ii. Letter of Appointment

10	Number of Skilled Staff - Qualified in Group II of IPCC	i. Degree certificate/ Marks sheet issued by ICAI in support of having passed the Group II IPCC exam and ii. Appointment letters issued by the firm
11	Details of experience of the firm in banks audits as i) As System/ IS auditor ii) As Concurrent Auditor/ Statutory Central/ Branch Auditor	For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year the firm has conducted audit in three banks, the number of years of experience will be considered only one and not three. The experience letters should be uploaded year wise.
12	Details of past experience in RBI audits * and performance assessment by RBI as Concurrent Auditor/ Statutory Central/ Branch Auditor	The relevant appointment letters and performance assessment report issued by RBI with respect to RBI Audits.
13	Number of semi-skilled staff qualified in Group I-IPCC	Appointment Letters issued by the firm
14	Number of other assistants	Appointment Letters issued by the firm

Criteria for Technical Bid Evaluation

Parameters	Marks	Max
1) Experience of the firm - No. of years		15
less than 10 years	0	
10 to 15 years	10	
Above 15 years	15	
2) Full-Time Fellow Chartered Accountant (FCA) Partners		15
Less than 4	0	
4 to 6	10	
Above 6	15	
3) Association with the same firm - No. of Partners		10
None	0	
One partner associated for 10 years or more	5	
More than one partner associated for 10 years or more	10	
4) Key professional staff: Full-time CA employees		15
Less than 2 CAs	0	
2 to 5 CAs	5	
6 to 10 CAs	10	
More than 10 CAs	15	
5) Skilled Staff- Qualified in both the Groups of IPCC – No. of staff		15
Less than 10	0	
10 to 15	5	
16 to 20	10	
More than 20	15	
6) Experience of the firm in bank audits		20
i) As System/IS auditor		
Less than 3 years	0	
3 to 6 years	5	
More than 6 years	10	
ii) As Concurrent Auditor/Statutory Central/ Branch Auditor		
Less than 3 years	0	
3 to 6 years	5	
More than 6 years	10	
7) Past experience in RBI audits* and performance assessment by RBI		10
As Concurrent Auditor /Statutory Central/Branch Auditor		
Unsatisfactory	up to (-)10	
Satisfactory/Good	5	
Excellent	10	
Maximum Marks		100
*Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2022 are NOT eligible.		

Annex - B

Criteria for Financial Bid Evaluation

Sl. No	Particulars of the Bid	Marks
1	L-1(Lowest Bid)	100
2	L-2	90
3	L-3	80
4	L-4	70
5	L-5	60
6	Above L-5	0

The bids indicating less than the minimum monthly remuneration (Rs 47,000/- including all costs and excluding GST) will be out-rightly rejected.

Annex-C

List of the firms eligible for bidding

Sr. No	UCN	Firm Registration No	Firm Name	Category of Firm	City
1	140109	015935N	A A R Y A A & ASSOCIATES	Category-I	BADDI
2	332676	050004C	A KAY MEHRA & CO	Category-I	SHIMLA
3	140027	007360N	ANIL K SOOD & CO	Category-I	SHIMLA
4	103368	002535N	ANISH ASHISH & CO	Category-I	SHIMLA
5	140103	014743N	ASHISH MAHAJAN & ASSOCIATES	Category-I	MANDI
6	460146	016611N	C P M & COMPANY	Category-I	SHIMLA
7	783204	020828N	CHANDER SHEKHAR & ASSOCIATES	Category-I	BADDI
8	460148	019516N	DOGER & CO	Category-I	SHIMLA
9	281931	016208N	GARG BANSAL & ASSOCIATES	Category-I	GHUMARWIN
10	14001	002520N	LAMBA VIJ & CO	Category-I	SHIMLA
11	281987	016533N	MANISH K GUPTA & ASSOCIATES	Category-I	SOLAN
12	106951	015727N	MISHRA SAHU JAIN & ASSOCIATES	Category-I	SIRMOUR
13	460144	017577N	MITTAL GOEL & ASSOCIATES	Category-I	PARWANOO
14	280073	002791N	PARSHOTAM & ASSOCIATES	Category-I	SHIMLA
15	894007	021561N	RAJEEV LAKSHMI BANSAL & CO	Category-I	PAONTA SAHIB
16	131876	016995N	S D V S & CO	Category-I	PARWANOO
17	140025	004737N	SONI & RUSTOGI	Category-I	SHIMLA
18	140033	008770N	SONI GULATI & CO	Category-I	SHIMLA

Undertaking

We, M/s (Name of the firm)
having registered office at.....
..... (Address of firm)

are **NOT** currently Statutory Branch Auditors/ Concurrent Auditors of RBI and
have NOT conducted such audits in RBI since September 30, 2020. Further, we
confirm that we were/ are NOT appointed as Statutory Auditors in the DICGC and
NHB for the years 2020-21 and 2021-22.

(Signature of Authorized Signatory with the Seal of the firm)

Date:

Place:

Appointment related information

- I. The CA firm will have to deploy **two** personnel (**CA and Skilled staff – Group II of IPCC**) for Concurrent Audit, out of which, at least one should be a qualified Chartered Accountant. However, the Bank reserves the right to call for additional semi-skilled personnel on need basis.
- II. The presence of Chartered Accountant/ Partner of Audit Firm in the office is mandatory.
- III. All CA staff should have working knowledge of computers. The skilled staff should have at least qualified in Group II of IPCC (Integrated Professional Competence Course).
- IV. Monthly audit report should be submitted in the format/s prescribed by the Bank.
- V. As per the existing guidelines, appointment of the Concurrent Auditor will be initially for a period of one year from **October 01, 2022 to September 30, 2023** and continue thereafter on yearly basis up to a maximum of three years which is subjected to satisfactory performance in annual performance review, etc.
- VI. Profile of the CA firm should include details of partners and previous experience of similar auditing, etc.

• **Scope of Work**

1. The Concurrent Audit will cover following Departments/Sections/Cells of Shimla Office:
 - a) Consumer Education and Protection Cell
 - b) Department of Supervision (including UCBs/ RCBs / RRBs)
 - c) Department of Information Technology
 - d) Estate Department
 - e) Financial Inclusion and Development Department
 - f) Government Banking Division
 - g) Human Resources Management Department (Including Stationery Section).
 - h) Legal Cell
 - i) Protocol and Security Section
 - j) Rajbhasha Cell
 - k) Samadhan Cell (Central Establishment Section)
2. On an average, the number of vouchers to be checked by CAs on a monthly basis

would be 250. However, the number is only indicative in nature and there may be increase/ decrease in the number of vouchers based on the requirement of the office/department.

3. CAs are expected to familiarize themselves with the system and procedures of the Office/ Department and expected to go through all the relevant circulars/ guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules etc.
4. The CAs should undertake the scrutiny of vouchers with particular reference to the following aspects:
 - i. Adherence to Bank's Expenditure Rule(ER).
 - ii. Narration and accounting under the proper head of accounting.
 - iii. Correct accounting of revenue and capital nature of expenditures.
 - iv. Maintenance of all relevant accounts (such as RBI Gen A/c, SGL, supporting Records/Registers etc.) as per prescribed norms.
 - v. Inter-office Reconciliation A/c, Adjustments A/c.
 - vi. Reconciliation and monitoring of charges A/c at monthly intervals.
 - vii. Calculation of claims of Agency commission.
5. The details synopsis for CAs is enclosed as [Annex – F](#). The Checklist covering the details of the financial and non-financial areas mentioned in synopsis that need to be looked into while conducting the audit shall be provided to the firm after their appointment. Concurrent Audit as per checklist is mandatory.
6. The CAs should take up audit of vouchers/ records/ records/ registers on the agreed dates / days in consultation with the Shimla Office.
7. The CAs are required to identify deficiencies, if any for noticed for spot rectification.
8. CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
9. CAs would be required to verify reports related to the periodical Income Review Statement, certify the Weekly Statement of Affairs(WSA), Abstract WSA, Income statement, Carry-forward provision reports, etc. as per the requirement of the Office.
10. The CA's functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.

- **Reporting requirements**

1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank latest by 7th of subsequent month.
2. This report should indicate item-wise action points on financial and non-financial(major and others action paras).
3. Monthly audit report should also indicate status of compliance in respect of action points pertaining to audit reports which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
4. Monthly audit report should highlight the reasons for inactions in respect of old outstanding entries in sensitive accounts, such as suspense, sundry etc.
5. Irregularities noticed in sensitive areas and /or transactions of suspicious nature should be brought to the notice of regional director/Officer-in-charge by recording a special note.
6. Concurrent audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. Major irregularities/frauds/leakages in income, if any identified should be brought to the notice of in-charge of auditee office, concerned Central Office Department and Inspection Department.

Terms and Conditions of Appointment

The Terms and Conditions of the Agreement between the Bank and the successful applicant are as follows:

1. Items to be covered under CA's Monthly Audit Report, List of Master Circulars, Summary of Financial Irregularities, Summary of Major Irregularities, additional list of items to be included in the check list for CA and Common Irregularities noticed in Annual Accounts/ Returns / Audit Reports will be provided at the time of appointment of the auditor. No relaxation in the transactions to be verified will be made on any account.
2. Income Tax on remuneration will be deducted at source in terms of Section 194-J of the Income Tax Act 1961, Applicable surcharge and applicable cess will be deducted at source.
3. No advance payment of remuneration will be made. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e. TDS, TDS on GST, etc. The payment shall be made within 30 days through NEFT from the date of submission of complete bill. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control.
4. The firm's work areas as specified in the scope and coverage may be enlarged at a future date depending upon the needs of the office.
5. The auditors are expected to identify the problem areas at the office and offer their suggestions to overcome them.
6. The Concurrent Audit as proposed will be an on-going process and for this purpose the supporting vouchers will be made readily available to the auditors.
7. There should not be any delay in subjecting the transactions for Concurrent Audit.
8. The auditors have to verify and report whether the Financial Operations in the Bank are carried out in conformity with the systems and procedures as laid down by the Bank
9. The auditors also have to verify and report whether the transactions are properly recorded/ documented and vouched.
10. The auditors are required to submit a daily report on deficiencies noticed for spot rectification. They are also required to submit a monthly report on major deficiencies noticed to our office.

11. Irregularities noticed in sensitive areas or transactions which are of suspicious or fraudulent nature, should be brought to the notice of the Regional Director/ Officer-in-Charge by name, by means of a secret note.
12. Any adverse remarks on the facets of working of the Departments should be supported by reasons there for.
13. The office would institute an appropriate system of follow up of the report of Concurrent Audit and take immediate steps to look into the causes of irregularities and initiate appropriate corrections. The CA firm should follow-up these reports and check whether these deficiencies have been rectified. If the deficiencies have not been rectified within a short period, say one week from the date of the report, or if the deficiencies recur subsequently, the same should be brought to the notice of the Regional Director/ Officer-in-Charge.
14. The Audit Report should avoid making general and vague observations such as "reported" "given to understand" "Learnt" etc. Instead, CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.
15. Monthly Audit Report should invariably indicate item-wise Action Points on Financial, Non-Financial and other Major irregularities observed and state in clear terms that transactions/ vouchers audited have been properly recorded or documented and vouched. The up-to-date status of compliance position of Audit irregularities of earlier reports should be incorporated in the Audit Reports.
16. You are required to ensure the submission of the monthly reports (in hard copy as well as soft copy on the Bank's portal), including the deficiencies noticed, to the Office latest **by the 7th of the succeeding month positively**.
17. The periodic Audit Reports should invariably highlight details of action and/or reasons of inaction in respect of old and high value outstanding entries in sensitive account, such as Suspense, Sundry, RBI General A/c, etc.
18. Certificates as furnished hereunder should be incorporated in the Monthly Audit Report.
 - a) The financial operations in the Office were carried out in conformity with the Systems & Procedures as laid down by the Bank".

b) "The transactions were properly recorded, documented and vouched".

c) "All areas to be audited as per the terms and conditions have been audited by us".

19. The audit firm will be responsible for any omissions or commissions on their part in respect of any transactions seen by them. In case, any serious act of omission or commission is noticed in the working of the audit firm, the Bank reserves the right to report to the Institute of Chartered Accountants of India for such actions as they may deem fit.
20. The audit firm will have to furnish an affidavit cum indemnity bond on non-judicial stamp paper of ₹100/- only every year at the time of appointment/ extension of term of appointment as to the maintenance of confidentiality and secrecy of Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising as a consequence of disclosure of any information by it.
21. The audit firm has to perform Post payment Certification of all the payments made in Sarthi for all the departments.
22. The audit firm has to certify all the daily, monthly, quarterly and yearly reports related to GBD.
23. The audit firm has to perform filling of all the GST related returns.
24. The audit firm has to get updated on all the taxation matter as advised from time to time.
25. The minimum monthly remuneration would be **Rs. 47,000/- (Rupees Forty Seven Thousand Only), inclusive of all costs and exclusive of GST**, for undertaking the Concurrent Audit of Shimla Office. The remuneration would remain constant for the whole period and will not change, even on subsequent renewals of tenure, if any. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961 and other applicable taxes. The quoted remuneration shall be final and irreversible. The payment shall be made electronically (through NEFT) within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
26. The Concurrent Audit team should comprise of Chartered Accountant/s invariably.

a) The presence of Chartered Accountant/ Partner of the firm, along with the staff deployed, is mandatory in the Office premises, on all working days and working Saturdays during working hours (9.45 A.M. to 5.45 P.M.) or as per discretion of the bank. The presence of the above staff would be monitored by the Office. In normal course, the team deployed by the firm is not to be shuffled, except under extreme exigency.

27. An indicative list of activities (in detail) covered under the audit is given in [Annex-F](#). All the departments as indicated in the same shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof.
28. RBI will not provide any other facility/ charges to staff besides suitable sitting space in the office premises. The CA or his staff shall not use the properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his/ her job. The CA shall be responsible for taking adequate care of all equipment and materials provided by the Bank.
29. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.
30. A quarterly meeting of the Management Team/ HoDs of the Office, with the Concurrent Auditors would be held after the end of every quarter to review the working of the office in the quarter and discuss changes in the tax laws/ structure and its impact on Bank.
31. The process of selection of concurrent auditors will be completed through limited e-Tendering. All eligible chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-tendering process.
32. Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Therefore, you are requested to expedite vendor registration for participation in the tender process.
33. Part-I of the tender will be opened on August 11, 2022 at 03:30 P.M. Part- II of the tenders will be opened for eligible tenderers subsequently, on a later date. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered

invalid by the Bank in its discretion.

- 34.** All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
- 35.** All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at Shimla and only Courts in Himachal Pradesh shall have the jurisdiction to determine the same.
- 36.** The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within **seven** days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.
- 37.** The CA shall indemnify and keep indemnified, defend and hold good the Reserve Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the CA on account of misconduct, omission and negligence by the CA.
- 38.** The CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
- 39.** It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the CA fails to carry out any of his obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
- 40.** The Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.
- 41.** The CA shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the CA during the course of discharging contractual obligations in connection to this agreement, to any third party and shall, at all times hold the same in strictest confidence. The CA shall treat the details of the contract as

private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws.

- 42.** The firm would be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.
- 43.** The CA shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure of confidential information under this agreement are fully satisfied. The CA's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- 44.** If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company, shall have an order for compulsory winding up made against it, or pass an effective resolution for winding up voluntarily, or subject to supervision of the Court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall be unable within seven days after notice of him/them requiring him/ them to do so, to show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.
- 45.** EMD of the successful bidder shall be forfeited if the bidder:
- (i) Makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria.
 - (ii) Withdraws from his services or in case of termination of services without giving proper notice.
 - (iii) If the party breaches confidentiality clause.
 - (iv) does not comply with the terms and conditions given in tender document.

46. Termination Clause: If at any time, Bank is not satisfied with the services provided by the firm, the Bank may terminate the contract after giving a notice of one calendar month. The firm, if it wishes to terminate the services, has to provide a similar notice of one calendar month to the Bank.

47. Commercial conditions and settlement of dispute by Arbitration: All disputes and differences of any kind, whatever arising out of, or in connection with this appointment shall be referred to the Regional Director(RD) / Officer-in-charge (O-i-C), RBI Shimla, and settled by him/ her who shall state his/ her decision in writing. Such decision may be in the form of a final certificate or otherwise. If either the Employer or the firm is dissatisfied with the decision of the RD/O-i-C on any matter, question or dispute of any kind or as to withholding by the Bank of any Certificate to which the firm may claim to be entitled, then and in any such case either party (the Employer or the firm) may within **28 days**, after receiving notice of such decision, give a written notice to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference, of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final decision of an arbitrator to be agreed upon by both the parties or, in case of disagreement as to the appointment of single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden of reference, appoint an Umpire. The entire arbitration will be governed by the Indian Arbitration and Conciliation Act 1996.

48. The firm shall abide by all the laws of the land in respect of Contract Labour Regulation and Abolition Act, PPF, ESI, Minimum Wages Act and all other applicable Acts. Bank shall not be responsible for any claim on any account for not abiding with these laws. The firm shall give details of the staff (along with the Pass certificates and ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes.

49. The firm shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employees within the premises of the Bank is received, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect of the

complaint. Any complaint of sexual harassment from any aggrieved staff of the CA against any employee of the Bank. The CA shall be responsible for any monetary compensation that may need to be paid in case the incident involving the staff of the CA, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the CA is proved by the committee. The CA shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

- 50.** The monthly remuneration quoted shall be deemed to have excluded GST / applicable taxes only. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
- 51.** Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2, both in figures and words. No other enclosure is permitted with financial bid. No advance shall be paid. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes. The payment shall be made within 30 days through NEFT from the date of submission of complete bill.
- 52.** The selected firm is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising as a consequence of disclosure of any information by it.

Note- *The said list is only tentative in nature and is subject to change based on the revisions done by the Bank from time to time. The Bank reserves the right to add/delete areas of audit as per its requirement for which there would be no change in the monthly remuneration quoted and agreed.*

Signing of Contract Agreement

I. General instructions to the bidders and special conditions herein before referred to shall be the basis of the final contract to be entered into with the successful bidder.

II. On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement in accordance with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Himachal Pradesh. In case of partnership firms, the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.

III. Thereafter, the Agreement will be executed between the Bank and the successful bidder. It is mutually agreed that the original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful bidder.

IV. Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of a tender in itself shall not constitute a binding agreement between the Reserve Bank and the person so bidding, whether such contract is or is not subsequently executed.

I/We have read the above terms and conditions and are acceptable to me/us.

Signature of the authorized person:

Name of the signatory (.....)

(In block capital letters):

Name of the firm:

SYNOPSIS OF CONCURRENT AUDIT WORK

The Firm of Concurrent Auditors (CAs) will undertake—

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical Central Office prescribed Control Returns and Statements etc. at the Bank's Regional Office at Shimla.
2. An Index of areas on which CA firm may draw monthly audit scrutiny report will be given at the time of appointment. The CA firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office audited in their report. The CA firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The CAs will obtain and familiarize with:
 - i. All the items of Audit Areas provided by the Regional Office Shimla of the Bank.
 - ii. Updated copy of General Administration Manual, Banking Department Manual and Premises Department Manual available at the respective Office/ Department of the Bank for the purpose of audit.
 - iii. All the relevant copies of Master circulars issued by the HRMD, Central Office (CO) and other Central Office Departments. The Audit firm will also arrange to make reference to the CO Circulars incorporated in the Annexures attached to the respective Master Circular issued by CO at the respective Audited Office/Department of the Bank.
 - iv. Copy of Bank's Expenditure Rules and DGBA Central Office circular addressed to all the CODs/ ROs/ Training Establishments on the eve of last Annual Closing of Bank's Accounts.
4. The CA will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office to be audited.
5. All financial sanctions will be subjected to Concurrent Audit. Excess / Irregularity in financial sanctions by the authority below the rank of RD/O-i-C will be reported to the RD/O-i-C and also to Inspection Department and all irregular sanctions by the RD/ O-i-C will be reported to the Inspection Department directly by the Concurrent Auditors. In case no irregularity is observed; a "NIL" statement will be sent by the Concurrent Auditors to the Inspection Department.
6. All (100%) financial transactions irrespective of amount will be covered under concurrent audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed

guidelines/procedures with particular reference to the following-

- i) Bank's Expenditure Rules.
- ii) Narration and Head of Account of Revenue/ Capital (Dead Stock Account) A/c Expenditure
- iii) Sanctioning authority with reference to delegated powers - cadre wise
- iv) Posting of the day's voucher in the Manual prescribed Charges Account Register (DAD 081) and/ or in the computer system duly checked/authenticated under the initials of dealing officers.
- v) General Ledger Accounts/Subsidiary General Accounts/ Supporting Records/ Registers as prescribed are drawn and properly maintained under the signature/s of the Dealing /Supervising Officials.

CA will bring to the notice of In-Charge of the Department, in writing, any deviation/ irregularity/ lacunae noticed in **(i) to (v)** above inconsistent with Bank's Expenditure Rules/ Banks' General Administration Manual/ Central Office prescribed instructions/ guidelines and secure/ arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.

7. Apart from completing 100% check of above transaction-based Vouchers/Claims/Bills etc. of the audit period covered at the concerned Department of the Bank strictly as required under para 6 (i) to (v) above, CA will examine/scrutinize following —

- (a)** Scrutiny of Petty Cash A/c of the month and reversal of outstanding balance of Petty Cash Account.
- (b)** Surprise audit check of Cheque books/ Stamps/ Franking Machine balance and other valuables held under the joint custody of officials, as per CO guidelines/ Manual Provisions carried out by the auditee officials. CAs will also undertake the same at least once in a half year.
- (c)** Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books, and Valuables and safe custody of Cheque Books and valuables.
- (d)** Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to DGBA, CO. Lists of long and high value outstanding entries in these sensitive accounts e.g., EMD Security Deposits, Drafts payable, Clearing Accounts (Clearing House Balance Account, Clearing House Account, Clearing House Balance - NEFT and Clearing House Account-CTS),etc. beyond one/ two months will be enclosed and commented in the

reports.

- (e)** RBI General Account - Maintenance of Manual Prescribed Registers follow up of all outstanding entries under the RBI General A/c at the office will be observed. Specific comment may be made in regard to outstanding RBI General A/c entries of Rs 1 lakh and above.
 - (f)** Reconciliation and monitoring of Charges A/c at monthly rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-a-vis approved budget allocation.
 - (g)** Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances Accounts with outstanding SGL/GL balance and 'C' Registers (for Housing Loan accounts).
 - (h)** Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account. Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets. Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts, etc. strictly in conformity with the DGBA CO guidelines, etc.
 - (i)** Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
 - (j)** Any other audit area having financial implications specifically indicated for the audit by the COD/RO/Training Institution of the Bank to be audited by the CA.
8. CA will undertake all (100%) financial transactions under concurrent audit in Samadhan Cell (Central Establishment Section) including the following:
- i.** Hospitalization Bills of existing as well as ex-employees (Direct settlement / Reimbursement Scheme)
 - ii.** Claims settled under Medical Assistance Fund A/c.
 - iii.** All Dental Treatment and other medical claims
 - iv.** Basic Pension - Commutation of Pension and other calculations related to pension. Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in the audit period. Tax calculation and Bank/Employee's share in the remittable tax liability on the Superannuation dues payable. etc.
 - v.** Refixation of Pay of the Staff as well as Refixation of pension in respect of ex-

employees, whenever Pay-Scale/Pension Revision Orders are issued by Central Office.

vi.Annual increment of staff/ Refixation of pay in the Promotional Grade

vii.All foreign Tour Bills/Transfer Bills

viii.Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.

9. The Firm of Concurrent Auditors (CAs) will undertake audit of following in Government Banking Division:-

- i.** Daily reports relating to agency transactions viz. Agency Transaction Day Book, Daily transaction report, Exception report etc.
- ii.** Clean Cash book, Day book, General ledger posting and General ledger summation on daily basis.
- iii.** Weekly Statement of Affairs report, Weekly abstract of Statement of Affairs report, Trail balance report, General ledger report etc. on weekly basis (including on working Saturdays).
- iv.** Correctness of quarterly agency commission claims of Agency banks.
- v.** CA will certify the correctness of interest payments made by DCBS/FIDD on the eligible CRR balances maintained by the banks. maintenance of SLR/CRR and penalty on shortfall; if any
- vi.** CA should verify the adherence to guidelines of NEFT.

10. In case of NEFT transactions, CAs need to check and verify the amount, account details of the beneficiary with respect to the relevant details contained in the master list (which comprises of authorized and updated vendor details). The check would be ascertained before the second level of authorization.

11. CA firm will also check and verify overdraft account maintained with SBI and incorporate comments in their report.

12. CA will ensure that there is no leakage of Interest, Exchange, Commission, Discount, etc. in the Bank's Income Account at COD/RO/Training Institution of the Bank audited and that the delegate/s at the Bank's concerned office does/do not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department may be highlighted in the monthly Audit Report submitted to the concerned RD/O-i-C/CGM/Principal for immediate action/ rectification.

13. Financial powers exercised by the Regional Director will be reported by the Concurrent Auditors to the Inspection Department.
14. The Concurrent Auditors should indicate whether the exercise of financial sanction / financial powers by the Officers of the Bank and the Regional Director are as per the revised Reserve Bank of India Expenditure Rule 2018 (updated as of June 2021).
15. Concurrent Auditors should verify the entries in the subsidiary book with reference to the actual transactions/sanctions. This would bring out if any fraudulent transaction has been sent to DAD and subsidiary books have been manipulated.
16. Checking of the Insurance of Bank's properties/ employees.
17. Checking of the calculation of pension amount in Establishment Section.
18. Verification of the calculations of penalties for default in maintenance of CRR / SLR by StCB /DCCBs
19. Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department/ Physical verification of VC and check point firewall by DIT.
20. Tax deduction at source as to rate applied, time of deduction and time of remittance, etc. and timely filing of returns by departments.
21. CA firm is advised to use red colour pencil while checking/ auditing the records and put a rubber stamp "checked/ audited" with the date and initials on the records subjected to scrutiny.
22. Verification of Closing/Depreciation data of the Regional Office.
23. The firm has to ensure filing of all the audits i.e. GST Returns – 3B,1,7,9 and all other related returns in a timely manner.
24. Submission of all Income Tax returns with respect to organization only.
25. Post Payment Certification by usage of Bank's Sarthi portal.
26. Concurrent auditors should assist bank's staff in determination of all statutory taxes and returns thereof. The firm will prepare and file GST/ Income tax returns of the Bank (and also any other related returns which may come in force subsequently) at the designated intervals.