



भारतीय रिज़र्व बैंक
Reserve Bank of India
लेखा परीक्षा एवं बजट समन्वय कक्ष
Audit and Budget Co-ordination Cell
रायपुर Raipur

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

E-Tender No. RBI/Raipur/Raipur/3/22-23/ET/243

Reserve Bank of India (RBI), Raipur (hereinafter called "The Bank") invites e-tenders from eligible CA firms (as defined in the tender document) under two-bid system (Technical Bid and Financial Bid), for Appointment of Concurrent Auditors (CAs) for the period from **October 01, 2022 to September 30, 2023**.

The successful tenderer will be eligible for appointment as Concurrent Auditors (CAs) for a period of one year initially i.e. October 01, 2022 till September 30, 2023, with provision for re-appointment for a maximum of two more years i.e. from October 01, 2023 till September 30, 2024 and thereafter from October 01, 2024 till September 30, 2025, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the year by the Bank. The appraisal of performance will be done on the parameters including quality of work, adequacy of CAs and other skilled/semi-skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant 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 i.e. MSTC portal. The last date for submission of e-Tender is **August 22, 2022 till 01:00 PM**. The part I of the e-Tender will be opened electronically on **August 22, 2022 at 03:00 P.M**. In the event of any date being declared holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received 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 abovewebsite.

**Regional Director
Reserve Bank of India
Raipur**

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/Raipur/Raipur/3/22-23/ET/243
Name of the Tender	Appointment of Concurrent Auditor for RBI, Raipur - October 01, 2022 to September 30, 2023
Date of Notice Inviting e-tender available for view/download on RBI website	July 29, 2022 from 03:00 P.M. onwards.
Estimated value of tender i.e., Minimum remuneration fees (per month)	₹58,000/- monthly i.e., ₹6,96,000/- 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 29, 2022 from 03:00 P.M. onwards
Pre-Bid meeting (Offline)	August 08, 2022 at 11:00 am Venue – RBI, Raipur
Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 22, 2022 till 01:00 P.M.
Date & time of opening of Part-I (Technical Bid) of Tender	August 22, 2022 at 03:00 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, Raipur. 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)	<p>EMD of ₹16,426/- (Rupees Sixteen thousand four hundred and twenty six only) by NEFT mode only.</p> <p>Details of NEFT: - Beneficiary Name: Reserve Bank of India, Raipur Beneficiary A/c No: 186003001 IFSC Code: RBIS0RPPA01 (5th and 10th letter being zero).</p> <p>The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid).</p>

Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. All the pre-qualification papers should be uploaded on MSTC site. Tenders without EMD will not be accepted under any circumstances.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.



भारतीय रिज़र्व बैंक
Reserve Bank of India
लेखा परीक्षा एवं बजट समन्वय कक्ष
Audit and Budget Co-ordination Cell
रायपुर Raipur

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

ई-निविदा सं. भा.रि.बै./रायपुर/रायपुर/3/22-23/ईटी/243

भारतीय रिज़र्व बैंक (आरबीआई), रायपुर (तत्पश्चात " बैंक" कहा जाएगा) **01 अक्टूबर, 2022 से 30 सितंबर, 2023** तक की अवधि के लिए समवर्ती लेखा परीक्षकों की नियुक्ति के लिए दो-बोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के तहत पात्र सीए फर्मों (जैसा कि निविदा दस्तावेज में परिभाषित किया गया है) से ई-निविदाएं आमंत्रित करता है।

सफल निविदाकर्ता एक वर्ष की अवधि, अर्थात 01 अक्टूबर, 2022 से 30 सितंबर, 2023 तक, के लिए समवर्ती लेखा परीक्षकों (सीए) के रूप में नियुक्ति के लिए पात्र होंगे। साथ ही सफल निविदाकर्ता अधिकतम दो और वर्षों, अर्थात 01 अक्टूबर, 2023 से 30 सितंबर, 2024 तक और उसके बाद 01 अक्टूबर, 2024 से 30 सितंबर, 2025 तक, एक बार में एक वर्ष, के लिए पुनर्नियुक्ति के लिए पात्र होंगे। इस हेतु बैंक द्वारा प्रत्येक वर्ष के अंत में मूल्यांकन की प्रणाली के तहत संतोषजनक प्रदर्शन के अधीन पुनर्नियुक्ति की जा सकती है। पुनर्नियुक्ति हेतु समवर्ती लेखा परीक्षकों (सीए) का मूल्यांकन उनके द्वारा किए जा रहे कार्य की गुणवत्ता, सीए और तैनात अन्य कुशल/अर्ध-कुशल कर्मचारियों की पर्याप्तता, रिपोर्ट प्रस्तुत करने की समयबद्धता और बैंक द्वारा प्रासंगिक माने जाने वाले अन्य मानकों पर प्रदर्शन का मूल्यांकन कर किया जाएगा।

निविदा प्रक्रिया को एमएसटीसी लिमिटेड (<https://www.mstcecommerce.com/eprochome/rbi>) के ई-टेंडरिंग पोर्टल के माध्यम से निष्पादित किया जाएगा। 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 को भारतीय रिज़र्व बैंक की वेबसाइट www.rbi.org.in के निविदा अनुभाग से तथा वेबसाइट www.mstcecommerce.com अर्थात MSTC पोर्टल से डाउनलोड किया जा सकता है। ई-टेंडर जमा करने की अंतिम तिथि 22 अगस्त, 2022 को अपराह्न 01:00 बजे तक है। ई-टेंडर के भाग 1 को इलेक्ट्रॉनिक रूप से 22 अगस्त, 2022 को अपराह्न 03:00 बजे खोला जाएगा। किसी भी तारीख को अवकाश घोषित किए जाने की स्थिति में, अगला कार्य दिवस यहां उल्लिखित संबंधित उद्देश्य के लिए सक्रिय हो जाएगा।

केवल पोर्टल के माध्यम से प्रस्तुत निविदाओं को उक्त प्रक्रिया के लिए स्वीकार किया जाएगा। यदि निविदाएं उक्त तिथि और समय के बाद प्राप्त होती हैं, तो बैंक द्वारा स्वीकार नहीं किया जाएगा।

बैंक को निविदा को रद्द करने, संशोधित करने और निविदा प्रस्तुत करने की समय-सीमा बढ़ाने का अधिकार होगा। इसके अलावा, बैंक किसी भी निविदा को या तो पूर्ण रूप से 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 द्वारा किसी भी संशोधन / शुद्धिपत्र / स्पष्टीकरण के लिए उपरोक्त वेबसाइट / ई-पोर्टल को नियमित रूप से देखा जाना चाहिए।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
रायपुर



भारतीय रिज़र्व बैंक
Reserve Bank of India
लेखा परीक्षा एवं बजट समन्वय कक्ष
Audit and Budget Co-ordination Cell
रायपुर Raipur

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

E-Tender No. RBI/Raipur/Raipur/3/22-23/ET/243

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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.

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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
Raipur**

DISCLAIMER

The Audit and Budget Coordination Cell (ABCC) of Reserve Bank of India, Raipur, 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 purpose of this tender is to share requirement of the Bank with all interested parties in order to enable them to submit their bid. 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

This is an e-procurement event of Reserve Bank of India, Raipur. The e-procurement service provider is MSTC Limited.

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.
- 3) In case of any clarification, Tenderers may contact RBI / MSTC (before the scheduled time of the e-Tender).

(i) Contact person (RBI):

a) Mr. Deepesh Tiwari, Assistant General Manager, Reserve Bank of India, Raipur, Chhattisgarh- 492013

Phone: 0771-2244245; +91- 9554064333;

Email id: deepeshtiwari@rbi.org.in

b) Mr. Navneet Deep, Assistant Manager, Reserve Bank of India, Raipur, Chhattisgarh- 492013

Phone: 0771-2242361; +91-9031137729;

Email id: navneetdeep@rbi.org.in

(ii) Contact details (MSTC Ltd.):

- a) Ms Unneti - Mobile- 7471118456 – unneti@mstcindia.co.in
- b) Google hangout ID- (for text chat)- mstceproc@gmail.com
- c) Shri Rajrohit Khalko – Mobile – 9127754867- rrkhalkho@mstcindia.co.in.
Office – 0771-2432481.
- d) Help Desk – 033-23400020/23400021/23400022
idhelpdesk@mstcindia.co.in.

B) 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.

C) Process of E-Tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/rbi>. Tenders will be opened electronically on specified date and time as given in the tender.
2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.
3. Special Note towards 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.

NOTE: Tenderers are advised to remit the transaction fee well in advance before the closing time of the event to give themselves sufficient time to submit the bid.

4. 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.
5. E-Tender cannot be accessed after the due date and time mentioned in NIT (Notice Inviting Tender).

6. Bidding in e-Tender:

- a) The process involves Electronic Bidding for submission of Technical and Financial Bid (Part - I & Part - II).
- b) Vendor(s) need to deposit EMD and transaction fees (If any) to be eligible to bid online in the e-tender. Transaction fees is non-refundable.
- c) 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.
- d) The Tenderer should have running JAVA application. This exercise must be done immediately after opening of Bid floor and they must 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.
- e) After filling the Technical Bid, Tenderers must 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 must click on the "Final Submission" button to register the bids.
- f) Tenderers may use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g) 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.
- h) During the entire e-Tender process, the Tenderers will remain completely anonymous.
- i) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned in this document.
- j) 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.

- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) 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.
- m) **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.

7. 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 29, 2022 from 3.00 PM onwards up to August 22, 2022 till 01:00 PM 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.

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Name of the Tender	Appointment of Concurrent Auditor for RBI, Raipur - October 01, 2022 to September 30, 2023
Date of Notice Inviting e-tender available for view/download on RBI website	July 29, 2022 from 03:00 P.M. onwards.
Estimated value of tender i.e. Minimum remuneration fees (per month)	₹58,000/- monthly i.e. ₹6,96,000/- 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 29, 2022 from 03:00 P.M. onwards
Pre-Bid meeting (Offline)	August 08, 2022 at 11:00 am Venue – RBI, Raipur
Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid) on the MSTC portal	August 22, 2022 till 01:00 P.M.
Date & time of opening of Part-I (Technical Bid) of Tender	August 22, 2022 at 03:00 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, Raipur. 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)	<p>EMD of ₹16,426/- (Rupees Sixteen thousand four hundred and twenty six only) by NEFT mode only.</p> <p>Details of NEFT: - Beneficiary Name: Reserve Bank of India, Raipur Beneficiary A/c No: 186003001 IFSC Code: RBIS0RPPA01 (5th and 10th letter being zero).</p> <p><i>The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid).</i></p>
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Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their bids. All the pre-qualification papers should be uploaded on MSTC site. Tenders without EMD will not be accepted under any circumstances.

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

Important Instructions for bidders

1. E-tenders are invited under Two Bid system from Category I Chartered Accountant Firms having registered office in State of Chhattisgarh, for Appointment as Concurrent Auditors (CAs) for the year 2022-23, w.e.f. October 01, 2022, to September 30, 2023, at the Bank. The firms which are currently Statutory Auditor/ Statutory Branch Auditors / Concurrent Auditors of the Bank, and those firms which have conducted such audits in the Bank 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 to apply. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2020-21 and 2021-22 are not eligible to apply. An undertaking ([Annexure-C](#)) to this effect in the format enclosed in the tender document is required to be submitted by the firm.
2. The intending bidders should refer to the Scope of audit, terms and conditions of the captioned tender before submitting their bids.
3. 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.
4. Interested bidders shall upload the filled Form-1 (with appendices 1 & 2) with the signature of bidder/authorized signatory of the bidder on each page of the tender on the MSTC portal. The interested and eligible audit firms must upload the profile of the audit firm which should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing, etc., on MSTC portal. The firm shall also upload certified documents as mentioned in "Evaluation Criteria" of the tender document. While bidding on MSTC portal, the bidders must ensure to not upload Form-2.

5. All erasures and alterations/corrections made while filling the forms must be duly authenticated with full signature of authorized person. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the bid void at the Bank's option. No request for any change in remuneration or conditions after the opening of the financial bid will be entertained.

6. In the first stage, the Technical Bid (Part-I) will be opened at **03:00 P.M. on August 22, 2022 at RBI, Raipur, Chhattisgarh 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 the Bank.

7. The minimum monthly remuneration will be ₹ 58,000/- (Rupees Fifty-Eight thousand only) exclusive of GST. The bids indicating less than the minimum monthly remuneration will be out-rightly rejected.

8. The monthly remuneration quoted by the bidder shall be deemed to have excluded GST. If the applicant fails to exclude GST in the bid, no claim thereof will be entertained by the Bank afterwards.

9. 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 through valid e-mail ID given by them.

10. Financial bids shall contain remuneration in Indian Rupees only as per Form 2 both in figures and words

11. 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.**

12. 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.

13. 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.

14. 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.

15. 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.

16. Earnest Money Deposit (EMD): The Tenderer shall provide EMD of ₹16,426/- (Rupees Sixteen thousand four hundred and twenty-six only) through NEFT to “Reserve Bank of India, Raipur” by credit to A/c No. 186003001 and IFSC- RBIS0RPPA01 (5th and 10th letter being zero). The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid) on MSTC portal.

17. **Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the Bank.** No interest will be paid on EMD. The EMD of unsuccessful Bidders shall be discharged/returned by the Bank after award of work to successful bidder.

18. 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 his Bid during the period of Bid validity, or

iii. has been blacklisted by any government agency and the blacklist is still in force.

19. All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution.

20. 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 Raipur, 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 Raipur, 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

S. No.	Particulars	Information
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 No.	
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 CAs employed	
13.	No. of Skilled staff-qualified in Group II- 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

Part-II (E-Tender No. RBI/Raipur/Raipur/3/22-23/ET/243)

II. Form 2

Tender for appointment as Concurrent Auditor: Financial Bid

Name of the Firm :

2 Complete Postal Address :

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

(Amount in rupees - in words) _____

-

(to be filled and submitted online on MSTC portal only)

(Amount in rupees - in figures) _____

(to be filled and submitted online on MSTC portal only)

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.

III. Eligibility Criteria

- E-Tenders are invited under Two-Bid System from Category I Chartered Accountant Firms having registered office in State of Chhattisgarh, for Appointment as Concurrent Auditors (CAs) for the year 2022-23, w.e.f. October 01, 2022, to September 30, 2023, at the Bank. The firms which are currently Statutory Auditor/ Statutory Branch Auditors / Concurrent Auditors of the Bank, and those firms which have conducted such audits in the Bank 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 to apply. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2020-21 and 2021-22 are not eligible to apply. An undertaking ([Annexure -C](#)) to this effect in the format enclosed in the tender document is required to be submitted by the firm.
- The bids indicating less than the minimum monthly remuneration will be outrightly 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.

IV. 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 [Annexure - 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 valid e-mail ID as given by the tenderer.

(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 [Annexure -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 [Annexure -A](#).

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

Sl. No.	Particulars	Certified documents must beuploaded
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. 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	ICAI Firm card Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed / similar other relevant documents.
8)	Association with the same firm- No. of Partners	ICAI Firm card 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 –	i) Membership number & related ICAI Certificate.

	Key professional staff	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	The experience letters should be uploaded year wise. 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.
12)	Details of 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	i) Appointment Letters issued by the firm. ii) Degree certificate/ Marks sheet issued by ICAI in support of having passed the Group I IPCC exam
14)	Number of other Assistants	Appointment Letters issued by the firm.
The Bank reserves the right to call for additional documents in support of the above-mentioned parameters.		

Annexure -A

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		10

	performance assessment by RBI		
	As Concurrent Auditor /Statutory Central/Branch Auditor		
	Unsatisfactory	up to (-)10	
	Satisfactory/Good	5	
	Excellent	10	
	Maximum Marks		100
<p><i>*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. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2020-21 and 2021-22 are not eligible to apply</i></p>			

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 (₹ 58,000/- including all costs and excluding GST) will be out-rightly rejected.

Undertaking

We, M/s (Name of the firm)

having registered office at

.....(Address of firm)

certify that we are NOT currently Statutory/ 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 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 **three** personnel (***at least one qualified CA, one skilled and one semi-skilled staff***) for Concurrent Audit. Out of which, at least one should be a qualified Chartered Accountant. The skilled staff should have qualified at least Group II of Integrated Professional Competence Course (IPCC) and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing Article Training. However, the Bank reserves the right to call for additional personnel on need basis.
- II. All CA staff should have working knowledge of computers/ IT systems.
- III. Profile of the CA firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing, etc.
- IV. The successful tenderer will be eligible for appointment as Concurrent Auditors (CAs) for a period of one year initially i.e. October 01, 2022 till September 30, 2023, with provision for re-appointment for a maximum of two more years i.e from October 01, 2023 till September 30, 2024 and thereafter from October 01, 2024 till September 30, 2025, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the year by the Bank. The appraisal of performance will be done on the parameters including quality of work, adequacy of CAs and other skilled/semi-skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant by the Bank. The presence of Chartered Accountant/ Partner of Audit Firm in the office is required on a daily basis.
- V. Monthly audit report should be submitted in the format/s prescribed by the Bank.
- VI. The minimum monthly remuneration would be ₹ 58,000/- (Rupees Fifty Eight Thousand Only), inclusive of all costs and exclusive of GST, for

undertaking the Concurrent Audit of Raipur Office. The remuneration would remain constant for the whole period and will not change, even on subsequent renewals of tenure, if any.

VII. 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/cess/surcharge. The quoted remuneration shall be final and irreversible. The payment shall be made electronically 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.

- **Scope of Work**

1. The Concurrent Audit will cover following Departments/Sections/Cells of Raipur Office:
 - a) Consumer Education and Protection Cell.
 - b) Central Establishment Section.
 - c) Department of Supervision.
 - d) Department of Information Technology.
 - e) Estate Cell (including Project Cell) .
 - f) Financial Inclusion and Development Department.
 - g) Government Banking Division.
 - h) Human Resources Management Department (including Audit and Budget Co-ordination Cell and Protocol & Security Cell).
 - i) Office of Reserve Bank of India Ombudsman (ORBIO).
 - j) Rajbhasha Cell.
2. On an average, the number of vouchers to be checked by CAs on a monthly basis would be **500**. 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. Concurrent Auditor are expected to familiarize themselves with the online reporting application developed by the Bank for the audit purpose and submit the report/s and create action paras (including rectified paras) as required by the Bank.
5. The CAs should undertake the scrutiny of vouchers with particular reference to the following aspects:
 - i. Adherence to Bank's Expenditure Rules (ER), as updated from time to time.
 - 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.
6. The detailed synopsis for CAs is enclosed as [Annexure-F](#). The Checklist covering the details of the financial and non-financial areas mentioned in synopsis that need to be investigated while conducting the audit shall be provided to the firm after their appointment. Concurrent Audit as per checklist is mandatory.
7. The CAs should take up audit of vouchers/ records/ registers on the agreed dates / days in consultation with the Raipur Office.
8. The CAs are required to identify deficiencies, if any, noticed for spot rectification.
9. 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.
10. 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.
11. The CA's functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.
12. The Concurrent Auditor shall 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 return/s which may come in force subsequently) at the designated intervals.

Reporting requirements

1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank latest by 10th of subsequent month or as specified by the Bank.
2. This report should indicate item-wise action points on financial and non-financial (major and other) 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, Central Office.
8. Checking and certification of Statutory and Regulatory Compliance related to submission of various returns and statements by the Departments/ Office.

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. 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 a reasonable period 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. No advance payment of remuneration will be made.
3. RBI will not provide any other facility/ charges to staff of the successful applicant besides suitable sitting space in the office premises. The CA or his/her 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 material provided by the Bank.
4. 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.
5. 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.
6. 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.

7. The auditors are expected to identify the problem areas at the office and offer their suggestions to overcome them.
8. 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.
9. There should not be any delay in subjecting the transactions for Concurrent Audit.
10. The auditors will 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.
11. The auditors will also have to verify and report whether the transactions are properly recorded/ documented and vouched.
12. The auditors are required to point out deficiencies noticed for spot rectification. They are also required to submit a monthly report on major deficiencies noticed to our office.
13. 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.
14. Any adverse remarks on the facets of working of the Departments should be supported by reasons there for.
15. 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 reasonable period 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.
16. The Audit Report should avoid making general and vague observations. Instead, CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.
17. 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.

18. The CA firm will be required to ensure the submission of the monthly reports (in hard copy as well as soft copy on the Bank's online portal), including the deficiencies noticed, to the Office latest **by the 10th of the succeeding month positively or as specified by the Bank.**
19. 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.
20. 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".

Further, any other certification/observations as required by the Bank may also recorded in the Monthly Audit Report.

21. 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 (ICAI) for such actions as they may deem fit.
22. The audit firm will have to furnish an affidavit cum indemnity bond on non-judicial stamp paper (value as per appropriate law) 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.
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 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 (10 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.

26. An indicative list of activities (in detail) covered under the audit is given in [Annexure-F](#). All the departments as indicated in the “Scope of Work” above shall be covered under Concurrent Audit. The firm shall assist Bank’s staff in determination of all statutory taxes and returns thereof.
27. A 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 the Bank and any other relevant matter.
28. 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.
29. 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.
30. Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Please take note of the timeline given in the schedule of the tender.
31. Part-I of the tender will be opened on August 22, 2022 at 03:00 P.M. Part- II of the tender 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 at its discretion.
32. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
33. All disputes arising out of, or in any way connected with this appointment shall

be deemed to have arisen at Raipur and only Courts in Chhattisgarh shall have the jurisdiction to determine the same.

34. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the 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.
35. The CA shall indemnify and keep indemnified, defend and hold good the 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.
36. 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.
37. 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. The Bank's decision in this regard shall be final and binding on the successful bidder. Moreover, absence of any one or more of the deployed staff without suitable & similar equivalent substitute staff would attract a penalty of ₹2,000/- per day
38. 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.
39. 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.

40. 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.
41. 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 non-disclosure 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.
42. 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.
43. 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 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 the Bank.
44. **Termination Clause:** If at any time, the 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.

45. Commercial conditions and settlement of dispute by Arbitration: If any dispute, differences or questions shall, at any time, arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the said parties and binding, the same shall be referred to arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof and the decisions of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. Further, such disputes, difference or questions, if any, shall be deemed to have arisen at Raipur and only courts in Raipur shall have jurisdiction to determine the same.

46. Prevention of Sexual Harassment of Women at Work-place:

- i. The Contractor / Agency shall be solely responsible for full compliance with the provisions of the “Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its staff / employee/s within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency or the Local Complaints Committee, as applicable and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- iii. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the staff/employee/s of the Contractor, for instance, any monetary relief to the Bank’s employee or other firm’s employee, if sexual violence by the employee of the Contractor is proved.
- iv. The Contractor shall be responsible for educating its staff / employees about the prevention of sexual harassment at workplace and related issues.

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 Chhattisgarh. 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 the 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 Control Returns prescribed by Central Office and Statements etc. at the Bank's Regional Office at Raipur.
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 Raipur 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 Office/Department of the Bank.
 - iv. Bank's updated 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 and the selected firm/ company are required to report:

- i. Excess / Irregularity in financial sanctions by the authority below the rank of RD/O-i-C to the RD/O-i-C
 - ii. Irregular sanctions by the RD/O-i-C to Inspection Department, Central Office
 - iii. Indicate whether the financial sanctions/ financial powers exercised by the Officers of the Bank and Regional Director/ O-i-C are as per RBI Expenditure Rules (as updated from time to time).
6. The selected firm/company are also required to incorporate the clause (i), (ii) and (iii) of para 5 in the selected firm/company's report to CO, Inspection Department.
7. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
 - (i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/Reimbursement Scheme), Claims settled under MAF A/c., Dental Treatment claims, other medical bill reimbursements submitted by staff members and retirees.
 - (ii) Basic Pension, Commutation of 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.
 - (iii) Re-fixation of Pay of the Staff as well as Re-fixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by C.O
 - (iv) Annual increment of staff/ Re-fixation of pay in the Promotional Grade
 - (v) All reimbursement claims submitted by staff members and retirees including foreign Tour Bills, TA/HA bills, out of pocket expenses, conveyance charges etc.
 - (vi) Housing loan applications submitted by staff members.
 - (vii) All payments of rents, taxes, water charges, etc.
 - (viii) All payments made to vendors/suppliers/service providers.
 - (ix) Any recovery made from the staff members of the Bank.
 - (x) Arrear payments/recoveries to be made on revision of minimum wages

components such as ESIC, PF, basic wages etc.

(xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.

(xii) Calculation of payment of incentives, penalties on the Regulated entities.

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

8. CA may undertake the scrutiny of paid bills at the audited office of the Bank strictly as provided in the Premises Department Manual.
9. 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 and latest Central Office instructions.
 - 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 prescribed Charges Account Register 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.

10. 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 the following —

- (a) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books, safe custody of Cheque Books and valuables.

- (b) 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, Central Office. 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), Suspense A/c, Sundry Deposit A/c etc. beyond stipulated period (as per Bank's instructions) will be enclosed and commented in the reports.
- (c) 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 regarding outstanding RBI General A/c entries of Rs 1 lakh and above.
- (d) Reconciliation, monitoring and certifying the correctness of balances in Charges A/c at monthly and quarterly rests. Charges A/c review suggested as per the CSBD guidelines vis-a-vis approved budget allocation.
- (e) 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 other related documents/registers
- (f) 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. should be strictly in conformity with the DGBA CO guidelines, etc.
- (g) Examine/scrutinize the monthly balancing of Provident Fund accounts maintained in respect of NABARD employees, application of Half Yearly interest on PF balances, advance/ withdrawal from PF balances, refund of PF balances.
- (h) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc. Certify the monthly confirmation of balances in income and

expenditure accounts, dead stock accounts, loan accounts and any other account/ GL heads operated by Regional Office.

- (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.
 - (k) 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 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.
 - (l) 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 Rules (as updated from time to time).
11. Concurrent Auditor will submit a Monthly Audit Report to the Regional Director of the Raipur Regional Office and incorporate comments on the compliance position of the audit irregularities pointed out in the previous report or otherwise in the subsequent report.
12. The selected firm/company are advised to use red colour pen while checking/ auditing the records and put a rubber stamp "checked/ audited" with the date and initials on the records subjected to scrutiny.
13. Concurrent Auditor has to check the date of capitalization of asset/s (i.e. the date on which the asset/s is put to use) and furnish a quarterly certificate in this regard.
14. Tax deduction at source and timely filing of TDS / GST returns by departments. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100 % verification of the returns prior to them being filled.
15. The Concurrent Auditor should inform the Office on changes in GST rates/

rules/ laws, changes in the minimum wages (base rate, ESIC, PF etc) as and when notified by the concerned Government Departments from time to time to enable the Office to effect immediate implementation of the changes.

16. Concurrent Auditors shall ensure 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI Raipur and submit a monthly Statutory and Regulatory compliance certificate in this regard to the Bank.

17. Concurrent Auditor shall render their opinion and suggest the process to be adapted on taxation matters whenever required.

18. Others:

(a) Whether Sundry Deposit/Suspense/Earnest Money Deposit A/C Registers are maintained in prescribed format.

(b) Checking of the Insurance of Bank's property

(c) Inward Bill Register, Outstanding Bill Register, Property Register, Inventory Register, Quotation Register, Complaint Register

(d) Verification of capitalisation transactions of dead stock items by the departments. Capitalization of project, Capitalization of Dead Stock etc, reconciliation of Dead Stock as per Bank's instructions.

(e) Depreciation and inventory management of all articles as per CO guidelines.

(f) Major projects

(g) Dead Stock

(h) Annual Maintenance Contracts

(i) Periodical verification and monitoring of Expenditure vis-à-vis the budgetary allocation

(j) Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.

(k) Daily checking of all entries/ transactions in CBS

19. Any other audit area having financial implications indicated from time to time by Raipur Regional Office/ Central Office is to be audited by the Concurrent Auditor.

The provided items are only suggestive and NOT exhaustive in nature. Detailed department wise Checklist covering above points will be provided to the CA firm after its appointment as Concurrent Auditor.

NOTE: Changes/Additions/Deletions in any of the above items will be intimated to the firm by the Bank in writing, which the firm would accept without any corresponding change in remuneration.