

**E-Tender for Appointment of Concurrent Auditor for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Jaipur  
(Tender No.: RBI/Jaipur Regional office/HRMD/3/25-26/ET/324)**

**I. NOTICE INVITING E-TENDER**  
**(Only through e-procurement)**

**Inviting e-Tender for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, at Reserve Bank of India, Jaipur**

1. This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected/eligible firms. Unsolicited offers are liable to be ignored.
2. Reserve Bank of India, Jaipur (hereinafter called "the Bank"), invites e-tenders under Two-Cover Bid from Category-I Chartered Accountant Firms registered with Institute of Chartered Accountants of India (ICAI) for Rajasthan state, for Appointment as Concurrent Auditors (CAs) for the year 2025-26, w.e.f. October 01, 2025, to September 30, 2026, at the Bank. However, the appointment may be renewed for second (October 01, 2026, to September 30, 2027) and third year (October 01, 2027, to September 30, 2028) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.
3. The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects as per the prescribed format on or before 11:00 AM on August 11, 2025. The Part-I (Technical Bid) will be opened electronically on August 11, 2025, at 04:00 PM. 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.
4. Tender document can be downloaded from the 'Tenders' link on our website [www.rbi.org.in](http://www.rbi.org.in) as well as from [www.mstcecommerce.com](http://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  
Reserve Bank of India  
Jaipur**

## II. Schedule of Tender (SOT) (Only through e-Procurement)

**Note:** This is a limited tender through MSTC portal. Category-1 Concurrent Audit firm registered with ICAI for Rajasthan State having Registered/Head Office in Jaipur are eligible to participate in the e-tender. Bidders are advised to first visit the Bank's website <https://www.rbi.org.in> through "Tenders" link to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) and apply only through online mode.

<b>A</b>	e-Tender No.	RBI/Jaipur Regional office/HRMD/3/25-26/ET/324
<b>B</b>	Name and Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II Financial Bid through <a href="http://www.mstcecommerce.com/eproc">www.mstcecommerce.com/eproc</a> )
<b>C</b>	Date of notice inviting e-tender available for download at RBI website	July 22, 2025, at 04:00 PM
<b>D</b>	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at MSTC Portal	July 22, 2025, 04:00 PM
<b>E</b>	Last date for seeking clarification through e-mail. (about the meaning of anything contained in the Tender document)	July 31, 2025, at 11:00 AM
<b>F</b>	Pre-Bid meeting	Offline Mode: July 31, 2025, at 11.00 AM Conference Room, 2 <sup>nd</sup> Floor, Reserve Bank of India, Rambagh Circle, Tonk Road, Jaipur, 302004
<b>G</b>	Estimated value of tender i.e., Minimum remuneration fee (per month)	₹94,000/- per month (including all costs and excluding GST) i.e., ₹11,28,000/- for 12 months (including all costs and excluding GST)
<b>H</b>	Earnest Money Deposit (EMD)	2% of the Estimated Cost i.e., <b>₹22,560/-</b> (Rupees Twenty-Two Thousand Five Hundred and Sixty only) to be remitted through <b>NEFT</b> .  <b><u>Beneficiary Details:</u></b> i. Beneficiary Current Account no: 8692299 ii. IFSC Code: RBIS0JPPA01 (please read the fifth and tenth letters as zero) iii. Beneficiary Name: Reserve Bank of India, Jaipur iv. <u>Remarks:</u> Appointment as Concurrent Auditor for 2025-26  The proof of having remitted EMD is to be uploaded on MSTC portal and scanned copy is to be forwarded to <a href="mailto:abccjaipur@rbi.org.in">abccjaipur@rbi.org.in</a> before closing time of the e-tender.

<b>I</b>	Performance Bank Guarantee (PBG)	Performance Bank Guarantee for amount equal to 5% of the Estimated Cost i.e., <b>₹56,400/-</b> (Rupees Fifty-Six Thousand Four Hundred only) will be obtained from the firm (successful bidder) for the contract period.
<b>J</b>	Transaction fees (Important Note: Please note that firms will have access to e-tender only after receipt of Transaction fee)	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd.
<b>K</b>	Last date of submission of EMD	August 10, 2025, 05:00 PM
<b>L</b>	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid)	August 11, 2025, 11:00 AM
<b>M</b>	Date & time of opening of Part-I (Technical Bid)	August 11, 2025, 4:00 PM
<b>N</b>	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically for only those bidder(s) whose Part-I (Technical Bid) is found acceptable by the Bank. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through the valid email-ID given by them.
<p><b>Note:</b> 1. This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored.</p> <p>2. In the eventuality of any afore-mentioned date being declared as a Holiday, the next working day shall become operative for the respective purpose mentioned herein.</p> <p>3. 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.</p>		



भारतीय रिज़र्व बैंक  
जयपुर

बेटी बचाओ  
बेटी पढ़ाओ

July 22, 2025

**E-Tender for Appointment of Concurrent Auditor for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Jaipur  
(Tender No.: RBI/Jaipur Regional office/HRMD/3/25-26/ET/324)**

**DISCLAIMER**

Audit, Budget and Coordination Cell (ABCC), Reserve Bank of India, Jaipur, (herein after referred to as 'the Bank') has prepared this document to give background information to the interested parties to bid for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, for Reserve Bank of India, Regional Office, Jaipur. The appointment of the Concurrent Auditors (CAs) will initially stand for the period from October 01, 2025, to September 30, 2026. However, the appointment may be renewed for second (October 01, 2026, to September 30, 2027) and third year (October 01, 2027, to September 30, 2028) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.

While the Bank has taken due care in the preparing 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 they do not rely only on the information provided by the Bank in submitting the application. 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 is not responsible in case due diligence is not carried out by the respondents.

The Bank reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank 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 submitting their application.

**TENDER DOCUMENT – CONTENTS**

<b>S. No.</b>	<b>Description</b>	<b>Page No.</b>
<b>I</b>	<b>Notice Inviting Tender</b>	<b>3</b>
<b>II</b>	<b>Schedule of Tender</b>	<b>4</b>
<b>III</b>	<b>Important Instructions for Bidders</b>	<b>6</b>
<b>IV</b>	<b>Section I: Important instructions regarding e-Tendering</b>	<b>9</b>
<b>V</b>	<b>Section II: Eligibility criteria</b>	<b>15</b>
<b>VI</b>	<b>Section III: Evaluation criteria</b>	<b>17</b>
<b>VII</b>	<b>Section IV: Indicative scope and synopsis of work for Concurrent Auditors</b>	<b>22</b>
<b>VIII</b>	<b>Section V: Indicative list of appointment related information</b>	<b>33</b>
<b>IX</b>	<b>Section VI: Terms &amp; Conditions of appointment</b>	<b>34</b>
	<i>ANNEX-A: Consent to accept the tender</i>	<b>41</b>
	<i>ANNEX-B: Form-1 – For Technical Bid (Along with Appendices 1,2 and 3)</i>	<b>43</b>
	<i>ANNEX-C: Form-2 – For Financial Bid</i>	<b>48</b>
	<i>ANNEX-D: Undertaking</i>	<b>49</b>
	<i>ANNEX-E: Solvency Certificate from bank</i>	<b>50</b>
	<i>ANNEX-F: Proforma of Bank Guarantee</i>	<b>51</b>
	<i>ANNEX-G: List of documents to be submitted</i>	<b>55</b>

**I. NOTICE INVITING E-TENDER**  
**(Only through e-procurement)**

**Inviting e-Tender for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, at Reserve Bank of India, Jaipur**

1. This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected/eligible firms. Unsolicited offers are liable to be ignored.
2. Reserve Bank of India, Jaipur (hereinafter called “the Bank”), invites e-tenders under Two-Cover Bid from Category-I Chartered Accountant Firms registered with Institute of Chartered Accountants of India (ICAI) for Rajasthan state, for Appointment as Concurrent Auditors (CAs) for the year 2025-26, w.e.f. October 01, 2025, to September 30, 2026, at the Bank. However, the appointment may be renewed for second (October 01, 2026, to September 30, 2027) and third year (October 01, 2027, to September 30, 2028) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.
3. The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects as per the prescribed format on or before 11:00 AM on August 11, 2025. The Part-I (Technical Bid) will be opened electronically on August 11, 2025, at 04:00 PM. 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.
4. Tender document can be downloaded from the ‘Tenders’ link on our website [www.rbi.org.in](http://www.rbi.org.in) as well as from [www.mstcecommerce.com](http://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**  
**Reserve Bank of India**  
**Jaipur**

## II. Schedule of Tender (SOT) (Only through e- Procurement)

**Note:** This is a limited tender through MSTC portal. Category-1 Concurrent Audit firm registered with ICAI for Rajasthan State having Registered/Head Office in Jaipur are eligible to participate in the e-tender. Bidders are advised to first visit the Bank's website <https://www.rbi.org.in> through "Tenders" link to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) and apply only through online mode.

<b>A</b>	e-Tender No.	RBI/Jaipur Regional office/HRMD/3/25-26/ET/324
<b>B</b>	Name and Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II Financial Bid through <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> )
<b>C</b>	Date of notice inviting e-tender available for download at RBI website	July 22, 2025, at 04:00 PM
<b>D</b>	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at MSTC Portal	July 22, 2025, 04:00 PM
<b>E</b>	Last date for seeking clarification through e-mail. (about the meaning of anything contained in the Tender document)	July 31, 2025, at 11:00 AM
<b>F</b>	Pre-Bid meeting	Offline Mode: July 31, 2025, at 11.00 AM Conference Room, 2 <sup>nd</sup> Floor, Reserve Bank of India, Rambagh Circle, Tonk Road, Jaipur, 302004
<b>G</b>	Estimated value of tender i.e., Minimum remuneration fee (per month)	₹94,000/- per month (including all costs and excluding GST) i.e., ₹11,28,000/- for 12 months (including all costs and excluding GST)
<b>H</b>	Earnest Money Deposit (EMD)	2% of the Estimated Cost i.e., <b>₹22,560/-</b> (Rupees Twenty-Two Thousand Five Hundred and Sixty only) to be remitted through <b>NEFT</b> .  <b>Beneficiary Details:</b> i. Beneficiary Current Account no: 8692299 ii. IFSC Code: RBIS0JPPA01 (please read the fifth and tenth letters as zero) iii. Beneficiary Name: Reserve Bank of India, Jaipur iv. <u>Remarks:</u> Appointment as Concurrent Auditor for 2025-26  The proof of having remitted EMD is to be uploaded on MSTC portal and scanned copy is to be forwarded to <a href="mailto:abccjaipur@rbi.org.in">abccjaipur@rbi.org.in</a> before closing time of the e-tender.

<b>I</b>	Performance Bank Guarantee (PBG)	Performance Bank Guarantee for amount equal to 5% of the Estimated Cost i.e., <b>₹56,400/-</b> (Rupees Fifty-Six Thousand Four Hundred only) will be obtained from the firm (successful bidder) for the contract period.
<b>J</b>	Transaction fees (Important Note: Please note that firms will have access to e-tender only after receipt of Transaction fee)	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd.
<b>K</b>	Last date of submission of EMD	August 10, 2025, 05:00 PM
<b>L</b>	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid)	August 11, 2025, 11:00 AM
<b>M</b>	Date & time of opening of Part-I (Technical Bid)	August 11, 2025, 4:00 PM
<b>N</b>	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically for only those bidder(s) whose Part-I (Technical Bid) is found acceptable by the Bank. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through the valid email-ID given by them.

**Note:** 1. This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored.

2. In the eventuality of any afore-mentioned date being declared as a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

3. 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.



### III. Important Instructions for Bidders

1. The intending bidders should refer scope of work, indicative list of appointment related information, evaluation criteria, eligibility criteria, and terms and conditions mentioned in the tender before submitting the bid.
2. Before submitting the tender, the bidders shall satisfy themselves as to the eligibility and other criteria prescribed therein. It shall 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. Bidder/ authorised signatory of the bidder shall sign on each page of the tender. Corrections, if any, in the quotation shall be duly authenticated with full signature of an authorized person.
4. In the first stage of the process, the Technical Bids (Part-I) will be opened **at 4:00 PM on August 11, 2025, at RBI, Jaipur. The bid submitted by any bidder who has not complied with one or more of the condition/s prescribed in the eligibility criteria and terms and conditions will be summarily rejected.** Subsequently, the selected technical bids will be evaluated as per the methodology given in the evaluation criteria. Decision in this regard will be at the sole discretion of the Bank.
5. **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. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961. A certificate for the same will be issued to the firm.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The short-listed bidders will be intimated regarding date and time of opening the financial bids.
7. 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 finalisation of tender, whichever is earlier.
8. (a) Earnest Money Deposit: EMD @ 2% of the total contract value for a period of 12 months will be collected from all the firms participating in the tender process. The account details for NEFT transactions are as given below:
  - i. Beneficiary Current Account no: 8692299

- ii. IFSC Code: RBIS0JPPA01 (please read the fifth and tenth letters as zero)
- iii. Beneficiary Name: Reserve Bank of India, Jaipur
- iv. Remarks: Appointment as Concurrent Auditor for 2025-26
- v. EMD Amount - ₹22,560/- (Rupees Twenty-Two Thousand Five Hundred and Sixty only)

(b) Under no circumstances, Earnest Money Deposit will be accepted in any other form than mentioned above.

(c) The EMD of all tenderers other than successful tenderer shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier, but without any interest.

(d) The Earnest Money deposited by the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender.

(e) Performance Bank Guarantee: Performance Bank Guarantee for an amount equal to 5% of the contract value will be obtained from the firm (successful bidder) for the contract period. The BG shall be valid for a period of thirty (30) days after the expiry of contract period. The Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied with the successful completion of the contract and no liabilities from the successful tenderer or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.

9. 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.
- iv. If the auditor fails to commence the work awarded to her/him within the prescribed time limit.

10. 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.

11. 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.
12. 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.
13. 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.
14. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification - in writing - from Audit Budget and Coordination Cell (ABCC), Human Resource Management Department (HRMD), RBI, Jaipur ([abccjaipur@rbi.org.in](mailto:abccjaipur@rbi.org.in)) on or before 11:00 AM of July 31, 2025. 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 RBI, Jaipur, 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.
15. A pre-bid meeting will be held at **11.00 AM on July 31, 2025, at Conference Room, IInd Floor, Reserve Bank of India, Jaipur** to discuss/ clarify queries pertaining to the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to study the tender documents before attending the scheduled meeting.

#### IV. Important Instructions regarding e-Tendering

This is an e-procurement event of Reserve Bank of India, Jaipur. The e-procurement service provider is MSTC Limited. Firms are requested to read and understand the Notice inviting e-tender and subsequent Amendment/Corrigendum/Clarification, if any, before submitting the online tender.

##### **Process of e-Tender:**

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

**Note:** The Technical Bid and Financial Bid have to be submitted online only at <https://www.mstcecommerce.com/eprocn/>

a) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU / Govt. Depts. → Select RBI Logo → Register as 'Vendor' by filling up details and creating own user id and password → Submit.

b) Firms will receive a system generated e-mail confirming their registration in their e-mail which has been provided while filling the registration form.

In case of any clarification, please contact MSTC/ RBI Jaipur, (before the scheduled time of the e-tender).

##### **Contact person (MSTC):**

<p>(a) <u>HO Central Help Desk: (For vendors)</u></p> <p>Phone Number: 07969066600,</p> <p>Email - <a href="mailto:helpdeskho@mstcindia.in">helpdeskho@mstcindia.in</a></p> <p>(Please mention "HO Helpdesk" as subject while sending emails)</p> <p><b>7044067736</b></p>	<p>Phone Number: 0471-2326686,</p> <p>E-mail: <a href="mailto:mstctvc@mstcindia.in">mstctvc@mstcindia.in</a></p>
--	--

**Contact person (RBI, Jaipur):**

<p><b>Shri. Govind Singh (Manager)</b></p> <p>Telephone: 0141-2577946  Mob. No.: 9982220761  Audit Budget and Coordination Cell,  Human Resource Management  Department, Reserve Bank of India,  Jaipur  Email ID: <a href="mailto:abccjaipur@rbi.org.in">abccjaipur@rbi.org.in</a></p>	<p><b>Shri. Ankush Kadu (Assistant Manager)</b></p> <p>Telephone: 0141-2577946  Mob. No.7774001888  Audit Budget and Coordination Cell,  Human Resource Management  Department, Reserve Bank of India,  Jaipur  Email Id: <a href="mailto:abccjaipur@rbi.org.in">abccjaipur@rbi.org.in</a></p>
---	--

**B) System Requirements:**

- (i) Windows 7 or above Operating System
- (ii) IE-9 and above Internet browser
- (iii) Signing type digital signature
- (iv) 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 Mode If enabled- i.e., Remove the tick from the 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](http://www.mstcecommerce.com) once).
- For more details, vendor may refer to the Vendor Guide and FAQ available at [www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc)

**C) Process of E-tender:**

1. The Price Bid has to be submitted online at [www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc) 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 / Price formats without any ambiguity.

**3. Special note towards transaction fee:**

The vendors shall pay the transaction fee using “Transaction Fee Payment” link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box and make the payment in favour of MSTC Limited through NEFT. On selecting NEFT, the vendor shall generate a challan by filling up a form and thereafter remit the transaction fee amount as per details printed on the challan without making any change in the same.

Bidder(s) may please note that the transaction fee should be deposited by debiting the account of the bidder only. Transaction fee deposited from or by debiting any other party’s account will not be accepted. **Transaction fee is non-refundable.**

The vendor will not have the access to online e-tender without making the payment towards the transaction fee.

**NOTE:** Bidders 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.

4. Information about tenders / corrigendum uploaded shall be sent by e-mail only during the process till finalization of tender. Hence, the firms are required to ensure that their corporate e-mail address provided is valid and updated at the time of registration of firm with MSTC. Firms are also requested to ensure validity of their DSC (Digital Signature Certificate).
5. Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from website.

**6. Bidding in e-tender:**

- a) Bidder(s) need to submit necessary EMD Transaction fee separately for the e-tender. Transaction fees if any are non-refundable.

- b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Financial Bid (Part I and Part II).
- c) The vendor (s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet on the MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e- procurement → PSU/ Govt. Depts.→ Login under RBI → My menu → Auction Floor Manager → Live Event → Selection of the live event → Technical Financial Bid.
- d) The vendor should allow an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/ submit his/ her/ their bid. (For details refer vendor guide & FAQ).
- e) The vendor (s) has to fill up common terms/ Commercial specification and save the same. After that click on Technical Bid. If this application does not run, then the vendor will not be able to save/ submit his/ her/ their technical bid.
- f) After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to filled up and then the vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.
- g) After clicking the final submission two more options will show up, i.e., "Withdraw bid" and "Delete bid". If the vendor wants to withdraw his/ her/ their bid permanently then they should click on the 'withdraw bid' link. Then he/ she will not be able to bid again. If the vendor wants to delete the bid after final submission and re-submit the bid, then he/ she should click on the 'delete bid' link and re-submit the same and again click on 'final submission'.
- h) Vendor(s) should use 'Upload Documents' link under 'My Menu' to upload documents in the document library. Multiple documents can be uploaded. Maximum size of a single document that can be uploaded in 5 MB. Once documents are uploaded in the library, vendor(s) can attach documents through the 'Attach Document' link against the tender. Please note that if the documents are not attached to the tender, the

same cannot be downloaded by RBI, Jaipur and it will be deemed that the vendor has not submitted the documents.

- i) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- j) During the entire e-tender process, the bidders will remain completely anonymous to one another and to everybody else.
- k) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- l) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Bank will form a binding contract between the Bank and the Bidder for execution of work. Such successful tenderer shall be called hereafter SERVICE PROVIDER.
- m) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system.
- n) The tender inviting authority, i.e., the Bank 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.
- o) Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.
- p) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
- q) Vendors shall quote only monthly base rate without GST for each item as specified in the portal. No change in quoted rates shall be accepted.

7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.



8. The documents uploaded by bidder(s) will be scrutinized. In case any information furnished by the bidder is found to be false during the scrutiny, punitive action (including suspension and banning of business) can also be taken against the defaulting bidders.
9. Firms are requested to read Service Provider/ Company/ Firm guide and see the video in the page [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) to familiarize themselves with the system before bidding.
10. Bidders are also required to make themselves familiar with future changes in the portal.

## **V. Eligibility Criteria**

Reserve Bank of India, Jaipur invites e-tenders under the Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, for Reserve Bank of India, Jaipur.

1. The applicant firm 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 should be submitted.
2. The applicant firm should be registered under the Goods and Services Tax Act, 2017 and must submit a copy of PAN, GST Registration certificate.
3. The applicant firm should be a Category-1 Concurrent Audit firm registered with ICAI for Rajasthan State having Registered/Head Office in Jaipur.
4. The applicant firm should have adequate manpower to take care of replacement, etc. in respect of manpower to be eligible for appointment as Concurrent Auditor.
5. The minimum monthly remuneration will be ₹94,000/- (Rupees Ninety-four Thousand only) excluding GST.
6. The applications indicating less than the minimum monthly remuneration will be outrightly rejected.
7. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
8. The firm or partners of the firm should not have been debarred or blacklisted by any Government /Semi-Government organization/Institution including RBI in India or abroad.
9. In the event of intending applicants' failure to satisfy the Bank on fulfilment of the eligibility criteria, or their application contain/has deviations from the terms and conditions, they are liable to be rejected by the Bank and the same shall not be challenged in any court of Law.
10. The firm should be GST compliant and filing all the returns timely and consistently along with adhering to other central and state laws.

11. The Bank requires that applicants interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:

- a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- b) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation.
- c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
- d) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

12. The Bank will reject a proposal for award, if it determines that the applicant recommended for award has engaged in prohibited practices in competing for, or in executing the contract, and may declare an applicant ineligible, either indefinitely or for a stated period of time.

13. **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 in the past but at least two years have not elapsed since the completion of such assignment as on August 11, 2025, are **NOT** eligible for this process. An undertaking to this effect in attached [Annex D](#) is required to be submitted by the firm.

## VI. Evaluation Criteria

The appointment methodology comprises a two-stage process, involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation.

2. The first stage will be evaluation of the technical bids. The scheme for awarding marks to applicant firms in evaluating the technical bids is as below:

S. No.	Parameters	Scoring Scale	Remarks	Max. Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year.	Establishment year as per the ICAI data	15
2	Full-Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs.	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	12
3	Association of Full-Time CA partners with the firm - Number of Partners	<ul style="list-style-type: none"> <li>One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and up to seven years.</li> <li>One and half point (1.5) for each Full-time CA partner associated with the firm for more than seven years and up to ten years.</li> <li>Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years.</li> </ul>	Completed years from the joining date of CA partner (as on August 11, 2025).	10
4	Key Professional Staff - Full-Time CA Employees	One point (1.0) each for Full-Time CA employees.		8

5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)	<ul style="list-style-type: none"> <li>• One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bangaluru and Hyderabad)</li> <li>• One point (1.0) each for completed ₹60 lakh and its multiples at other places.</li> </ul>	e.g., If a firm is situated in Delhi having average turnover of ₹450 lakh, it would be awarded four points. In non-metro centres, the firm with same turnover would get seven points.	10
6	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full-Time Qualified Skilled Staff	e.g., If a firm has 30 Full-Time Qualified Skilled Staff, then 7.5 points would be awarded.	12
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	Half point (0.5) each for completed one year of experience of the CA firm in bank audits as concurrent Auditors and/ or Statutory Central Auditors and/or Branch Auditors.	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	20
8	Number of Full-Time Partners having eight or more years of Bank Statutory Audit experience	One point (1.0) each for Full-Time Partner having eight or more years of Bank Statutory Audit experience.	e.g., if a firm has five Full-Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	4
9	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors	<ul style="list-style-type: none"> <li>• No Prior Experience of Audits in RBI - [Nil Point]</li> <li>• Prior Experience of Audits in RBI - [3.0 Points]</li> </ul>	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	3
10	Additional qualifications/ continuous skill upgradation of the Full-Time CA Partners	<ul style="list-style-type: none"> <li>• Half point (0.5) each for any of these additional qualifications                             <ul style="list-style-type: none"> <li>i) Diploma in Information Systems (DISA) from ICAI</li> <li>ii) Certified Information System Auditor (CISA) from ISACA, USA</li> </ul> </li> </ul>	One Full-Time CA Partners will be awarded point only for one qualification /certificate.	6

		<p>iii) Certified Public Accountant (CPA) from AICPA, USA</p> <p>iv) Certified Internal Auditor (CIA) from IIA, USA</p> <p>v) Certified Fraud Examiner (CFE) from ACFE, USA.</p> <p>• Quarter point (0.25) each for any of the certification courses from ICAI in viz.</p> <p>i) IND AS</p> <p>ii) Forensic Accounting and Fraud Prevention</p> <p>iii) Public Finance &amp; Government Accounting</p> <p>iv) Concurrent audit of Banks</p> <p>v) Anti Money Laundering Law</p> <p>vi) Forex and Treasury Management</p> <p>vii) Goods and Service Tax.</p>		
	<b>PROFESSIONAL TRACK RECORD</b>			
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years	In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – <b>[Negative 10 points]</b> .		<b>0</b>
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years	The score of the firm, <b>will be reduced by 10 points</b> , in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board.		<b>0</b>
13	Professional Misconduct by a member as per ICAI in the previous five years	The score of the firm <b>will be reduced by 10 points</b> , if the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/ were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949.		<b>0</b>

14	Refusal of Audit/s allotted by RBI in the previous three years	The score of the firm, <b>will be reduced by 10 points</b> , in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period.		<b>0</b>
		<b>TOTAL</b>		<b>100</b>
<b>* Firms which are currently Statutory / Statutory Branch Auditors / Concurrent Auditors / GST 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 August 11, 2025, are NOT eligible.</b>				

3. The firms securing 60 or more marks (out of 100) in technical bidding will only be eligible for the next stage of financial evaluation.

4. The second stage will be opening of the financial bids of the firms that have qualified in the technical evaluation. It has been decided that instead of specific points for L1 to L5 bidders, the following formula will be used to normalise the scores considering L1 as base.

$$\text{Score under the financial evaluation}_x = \frac{\text{Lowest Financial Bid Amount}_{L1}}{\text{Financial Bid Amount}_x}$$

#### Methodology for Financial Evaluation

S. No.	Particular	Formula*
1	Lowest Bid (L1)	L1 / L1
2	L-2	L1 / L2
3	L-3	L1 / L3

4	L-4	L1 / L4
5	L-5	L1 / L5
	L-n	L1 / Ln

\* Value up to two decimal points

5. The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30, respectively, with the bidder obtaining the highest total marks becoming eligible for appointment.
6. In the event of tie after final evaluation, the tie will be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full-Time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered.
7. To assist in the examination, evaluation, comparison of the Applications and qualification of the applicants, the Bank may, at its discretion, ask any applicant for a clarification of its application, allowing a reasonable time for response. Any clarification submitted by an applicant that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Application shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors, discovered by the Bank in the evaluation of the Application.
8. If an applicant does not provide clarifications of its application by the date and time set in the Bank's request for clarification, its application shall be liable to be rejected.
9. The Bank is not bound to accept the application with lowest bid or any application and may at any time terminate the appointment process without assigning any reason.
10. The Bank may call for the client report from the organizations in which the applicant has provided similar services. If any of the client report is not found satisfactory, the Application shall be rejected outrightly, and its Financial Bid shall not be opened. Further, the conditional bids shall also be rejected outrightly.



## **VII. Indicative Scope of Work for Concurrent Auditors**

1. Kindly note that the scope listed is indicative only and the Bank reserves the right to enhance/enlarge the functions of CA at a future date as per the requirement of the Bank for which there would be no change in the monthly remuneration quoted and agreed. The CA should audit the transactions within this framework. No relaxation in the transactions to be verified will be made on any account.
2. The CAs will cover the following departments/ sections/ cells of Jaipur RO:
  - a. Department of Information Technology
  - b. Financial Inclusion & Development Department
  - c. Department of Supervision
  - d. Estate Department
  - e. Foreign Exchange Department
  - f. Human Resource Management Department
  - g. Issue Department (Including Cash Department, CVPS & SBS)
  - h. Integrated Banking Ombudsman
  - i. Central Establishment Section
  - j. Integrated Banking Department (including National Clearing Cell and Public Debt Office)
  - k. Rajbhasha Cell
  - l. Department of Economic and Policy Research
  - m. Department of Statistics and Information Management
  - n. Protocol and Security Cell
  - o. Consumer Education and Protection Cell
  - p. Any other Department/ Section/ Cell as per need.
3. In addition to the audit, the following may also be attended:
  - a. Verification of Bank Guarantees and Bank Guarantees Registers
  - b. TDS related issues, Quarterly Returns viz.26Q etc. matters
  - c. Goods and Services Tax, ITC and Service Tax related matters including submission of monthly/ quarterly / annual returns
  - d. Reconciliation of GST-ECL and Suspense Account
  - e. Reconciliation of Input Control of previous months with current month GSTR- 2B statement
  - f. Any other statutory taxes/ returns related matters

**Notwithstanding any of the above, the Concurrent Auditors may have to take up audit for any of the new modules getting added to Regional Office.**

4. On an average the number of vouchers to be checked by the Concurrent Auditor on a monthly basis would approximately be 500. However, this number is only indicative in nature and there may be an increase/ decrease in the number of vouchers based on the requirement of the office/ department.
5. Concurrent Auditors are expected to familiarise 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.
6. Concurrent Auditors are expected to familiarize themselves with the application developed by the Bank for the audit purpose, viz., the Audit Management System (AMS) and submit report/s and create action paras (including rectified paras) as required by the Bank.
7. The Concurrent Auditor should undertake the scrutiny of vouchers with particular reference to the following aspects:
  - a. Adherence to the Bank's Expenditure Rules: Narration and accounting under the proper head of accounting, correct accounting of revenue and capital nature of expenditures.
  - b. Maintenance of all relevant accounts (Such as RBI General A/c, SGL, supporting Records/ Registers etc.) as per prescribed norms.
  - c. Inter-office Auto Reconciliation A/c, Adjustments A/c.
  - d. Reconciliation and monitoring of Charges A/c at monthly interval.
  - e. Calculation of claims of agency commission.
  - f. Any other aspect as and when informed by the Bank.
8. The Checklist gives in detail the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent Audit as per checklist is mandatory. The detailed synopsis of working for CAs is also furnished.
9. The Concurrent Auditor should take up audit of vouchers/ records/ registers on the agreed dates/ days in consultation with the respective department.

10. The Concurrent Auditor is required to identify deficiencies noticed, if any, for spot rectification.
11. The Concurrent Auditor is expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure/s of the Bank.
12. The Concurrent Auditor 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 Report, Global Provision, etc., as per the requirement of the Office/ Department.
13. The Concurrent Auditor's functions as specified above may be enhanced at a future date as per the requirement of the Office/ Department.
14. The Concurrent Auditor shall assist the Bank's staff in determination of all statutory taxes and returns thereof. The firm will assist in preparing ensuring filing GST/ Income Tax Returns of the Bank (and also any other related return/s which may come in force subsequently) at the designated intervals.
15. **Reporting requirements:**
  - i. Monthly Audit Report and Certificate should be submitted latest by 7<sup>th</sup> of next month to the Regional Director of Jaipur Regional Office in the format prescribed by the Bank and the same should be uploaded in the AMS portal within 10 working days from the end of the month to which the report pertains.
  - ii. Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
  - iii. Monthly Audit Report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
  - iv. Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry, etc.

- v. Irregularities noticed in sensitive areas and/ or transactions of suspicious nature should be brought to the notice of the Regional Director/ Officer-In-Charge by recording a special note.
- vi. Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- vii. Major irregularities/ frauds/ leakages in income, if any, identified should be brought to the notice of the Regional Director.
- viii. The Concurrent Auditor should also submit a monthly Statutory and Regulatory Compliance Certificate (SRCC) confirming that they have carried out 100% check of transactions and there is 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI, Jaipur.

**SYNOPSIS / Detailed Scope of Work FOR CONCURRENT AUDITOR TO UNDERTAKE AUDIT OF THE BANK**

**A. General:**

1. An index of areas (Scope of Audit and Checklists) on which Concurrent Audit firm may draw monthly audit scrutiny report will be given at the time of appointment. The Concurrent Audit firm will also include in the Index additional audit area/s assigned to them by the Bank from time to time.
2. The Concurrent Auditor will obtain and familiarise themselves with:
  - a) All the items of audit areas of Inspection Department's checklist provided by Jaipur Regional Office.
  - b) Updated copy of the General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual or any other relevant Manual available with the respective department of the Bank to be audited.
  - c) All the relevant copies of Circulars issued by Central Office Departments. The audit firm will also arrange to make reference to the Central Office circulars incorporated in the annexures attached to respective circular issued by Central Office at the Jaipur Regional Office.
  - d) Core Banking System (e-Kuber) of the Bank for which read-only access will be provided to the CA.
  - e) Bank's Expenditure Rules

f) DGBA Central Office circulars addressed to all CODs/ RO's/ Training Institutions on Annual Closing of Bank's Accounts.

**B. Financial:**

1. Financial transactions of all the departments including the Office of RBI Ombudsman, irrespective of their value, will be covered under the scope of Concurrent Audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/ procedures with particular reference to following:

- a) Bank's Expenditure Rules
- b) Narration and Head of Account of Revenue/ Capital (Dead Stock Account) A/c Expenditure
- c) Sanctioning authority with reference to cadre wise delegated powers
- d) Correctness of the postings of transactions in the respective accounting packages
- e) Tax related circular issued by CTC
- f) Any other such work when delegated

2. All financial transactions (except staff related routine bills pertaining to medical and other various reimbursements up to ₹30,000/- shall be exempted from pre – payment audit) will be covered under concurrent audit including the following:

- a) Hospitalization bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme)
- b) Claims settled under Medical Assistance Fund A/c
- c) All Dental treatment and other medical claims
- d) Pension/ Family pension/ Ex-gratia/ Family ex-gratia calculation in respect of Retirees/ Family Pensioners, Compassionate Gratuity and package calculation in respect of deceased employees
- e) 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 Central Office
- f) Annual increment of staff/ re-fixation of pay in the promotional grade
- g) All foreign tour bills
- h) All payments of rents, taxes, water charges, etc
- i) All payments made to vendors/ suppliers/ service providers
- j) Recoveries of electricity bills made from staff members of the Bank

k) Arrear payments/ recoveries to be made on revision of minimum wages components such as ESIC, PF, base wages, etc

l) Any other claims/ bills suggested for 100% audit check under the instructions of C.O of the Bank, issued from time to time

**3.** Concurrent Auditor will certify the correctness of maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ration (CRR) by Regional Rural Banks, and reported through Form I returns and calculation of penal interest on shortfall, if any.

**4.** Concurrent Auditor will certify that the waiver of penalty, if any, under the 'Scheme of Incentives & Penalties' and 'Currency Distribution and Exchange Scheme' for bank branches, was done with the approval of Regional Director/ Officer In-Charge.

**5.** Verification of calculations of Currency Verification and Processing System (CVPS) incentives, scheme of incentives and penalties and Currency Distribution and Exchange Scheme (CDES) in Issue Department.

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

**7.** A certificate regarding the below-mentioned instructions is to be furnished to Inspection Department, Central Office, Mumbai on a monthly basis:

- a. All financial sanctions will be subjected to Concurrent Audit. Excess/ irregularity in financial sanctions by the authority below the rank of Officer-In-Charge (O-i-C) will be reported to the O-i-C and also to the Inspection Department and all irregular sanctions by the O-i-C will be reported to the Inspection Department directly by the Concurrent Auditor. In case no irregularity is observed, a 'NIL' statement will be sent by the Concurrent Auditor to the Inspection Department.
- b. A statement with regard to financial powers exercised by the Regional Director will be reported by the Concurrent Auditor to the Inspection Department.
- c. The Concurrent Auditor should indicate whether the exercise of financial sanction/ financial powers by the Officers of the Bank and the Regional Director are as per the extant Reserve Bank of India Expenditure Rules.

**8.** In terms of extant instructions, the Audit firm will be required to adhere to the Standard Operating Procedure (SOP) put in place by the Office, and any changes done therein in future. The SOP for Concurrent Audit regarding financial transactions is reiterated below for reference:

- i. The concurrent auditors must ensure that all the bills/ payment notes are inwarded, being processed in CBS e-Kuber and duly audited by them.

- ii. The concurrent auditors must therefore reconcile, at the End of Day, on a daily basis, all the payments/entries executed in the Bank's CBS e-Kuber with the entries audited by them.
- iii. In this regard, a daily confirmation in the specified format (Daily Reporting Format must be submitted to Audit Budget and Coordination Cell at [abccjaipur@rbi.org.in](mailto:abccjaipur@rbi.org.in).

**C. Non-Financial:**

Apart from carrying out 100% checks of afore-mentioned transaction-based vouchers/ claims/ bills etc., Concurrent Auditor will also examine/ scrutinize the following:

- a. Surprise audit check of Cheque Books/ Stamps and other valuables held under the joint custody of officials, as per Central Office guidelines/ Manual provisions carried out by the auditee officials. Concurrent Auditor will undertake the same at least once in a half year.
- 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 beyond two months will be enclosed and commented in the reports.
- c. Maintenance of manual prescribed registers and follow up of all outstanding entries at the Office.
- d. Reconciliation, monitoring and certifying correctness of the 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 Housing Loan Recovery Accounts Sheets with the GL and SGL a/c balances.
- f. Application of Annual Interest on the outstanding balances of Staff Housing Loan Accounts, and 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 Half-Yearly Closing/ Annual Closing Accounts etc. strictly in conformity with the DGBA Central Office guidelines etc.
- g. Any Central Office prescribed statements/ control returns suggested for audit check by the Office.
- h. Concurrent Auditor will ensure that there is no leakage of interest, exchange, commission, discount etc. in the Bank's Income Account audited at Jaipur Regional Office and that the delegatee/s at the Bank's concerned office does/ do not undertake any unilateral change/s in the Central Office 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 Central Office department, may be highlighted in the monthly Audit Report submitted to the concerned Regional Director for immediate action/ rectification.

- i. Concurrent Auditor should verify the entries in the system with reference to the actual transactions/ sanctions.
- j. Checking of the insurance of Bank's properties.
- k. Checking of the calculation of pension amount in HRMD (CES).
- l. Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.
- m. Checking and Auditing of Daily scrolls and data related to Agency transactions

**D. Taxation:**

1. The Concurrent Auditor should assist the Bank's staff in determination of all statutory taxes and returns thereof.

2. The Concurrent Auditor should check and confirm the correctness of Tax Deducted at Source/ Tax Collected at Source with respect to Income Tax Returns (e.g., the rate applied, time of deduction and time of remittance etc.), prepare, compile and assistance in ensuring timely filing of all the applicable returns with the authorities concerned.

3. The successful firm will also prepare and assist in filing all GST returns (Current GST returns - GSTR 7/ GSTR 1/ GSTR 3B/ GSTR 9 and 9C) of the Bank (and also any other related return/s which may come in force subsequently) at designated intervals covering the following aspects:

- a. Checking, interpreting, understanding GST rules, laws (and also CTC of RBI guidelines), responsibilities, timelines, new / modified notifications and returns etc. as may be required to comply with extant GST regulations.
- b. Checking of each individual invoice for correctness (i.e., rate of GST for given HSN code, applicability of SGST/ IGST, checking of intra/interstate transaction, GSTIN number etc.) and arriving at the overall GST liability of the office. Authentication by GST auditor on each invoice with signature & stamp.
- c. Compilation of data for each return and carrying out necessary checks and balances before filing the return including calculation, reconciliation and matching to avail and claim ITC.
- d. Cross-verification with E-Kuber GL statement for data provided by respective department.
- e. Ensuring uploading of correct GST data on GST portal of the Government for each return.
- f. Generation of Challan on GST Portal and providing copy to IBD officials for remittance of NEFT with at least one day in advance of last date of filing such return.



- g. Ensuring filing of return without delay prior to last date (ensure it is not done on Saturday/ Sunday/ Holiday). Any late reporting or wrong reporting of GST filings and any penalty arising therefrom, will not be borne by the Bank and the penalty and the responsibility on such cases will lie solely on the firm.
  - h. Providing a monthly and yearly report on completion of the activities and areas of concern.
  - i. If required, lodging grievance and follow up for closure of ticket with the concerned government authorities.
  - j. Providing consultancy and all necessary help to RBI Jaipur, in case tax notice is received, clarification is sought etc.
  - k. Any on-site work related to e-invoices of the office, such as linking of Invoices etc.
  - l. Providing training, whenever asked by the Bank to all staff of Jaipur Regional Office latest GST laws, returns etc.
  - m. The work needs to be managed on-site only. No data will be provided over email/ in physical form.
  - n. On-site support to be provided for data compilation, checks and balances, filing of returns and generation of e-invoices.
  - o. During the period of contract, the auditor needs to assess the requirements to be fulfilled on behalf of the Reserve Bank of India, Jaipur.
  - p. Any modification in filing of returns, new rules, notifications by the Government, additions of returns to be fully complied by the auditor.
  - q. Auditor to submit monthly report on completion of all returns for a month which may indicate - types of returns filed, date of filing and clearly indicating that the activities were completed successfully without any delay.
  - r. Bank may not give any specific permission to work on non-working Saturday/ Sunday/ Holiday. The activities must be completed on working days before the deadline set by the Government.
  - s. The firm is expected to identify and report the problems faced during the specified work to enable the Bank to overcome them, if possible.
  - t. There should not be any delay on the part of the firm part with respect to the statutory provisions relating to filing of GST returns, as prescribed under GST Act, 2017.
  - u. The Bank will hold ownership of the entire data.
  - v. The firm will be required to provide consultancy services to the Bank if need arises, in connection with the filing of GST return.
4. 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.

**E. Confirmation of Balances:**

The Concurrent Auditor will undertake:

- a) Concurrent Audit of books of accounts, records, registers, periodical Central Office prescribed control returns and statements etc. at the Jaipur Regional Office of RBI.
- b) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.
- c) The Concurrent Auditor will take up the audit of vouchers/ records/ registers in physical/ digital mode in CBS/ e-Kuber on the agreed dates/ days in consultation with the Jaipur Regional Office.
- d) General Ledger accounts/ Subsidiary General accounts/ supporting records/ registers as prescribed are drawn and properly maintained in CBS/ e-Kuber.
- e) Concurrent Auditor will bring to the notice of In-Charge of the Department, in writing, any deviation/ irregularity/ lacunae noticed in (a) to (d) above and 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.
- f) Certify the correctness of Weekly Statement of Affairs generated on Friday of every week to be forwarded to DGBA Central Office.
- g) Certify the monthly confirmation of balances in income and expenditure accounts, dead stock accounts, loan accounts and any other account/ GL heads operated by the Regional Office.
- h) Certify the correctness of the Income Review Statement which includes income accrued but not received/ expenditure incurred but not paid. The said statement is required to be forwarded to DGBA Central Office for the months ended June, November and December.

**F. Others:**

1. The successful bidder will be responsible for any omissions or commissions in respect of any transactions audited. In such a case, the Bank reserves the right to report to the Institute of Chartered Accountants of India for such actions as they may deem fit.

2. All financial transactions (except staff related routine bills pertaining to medical and other various reimbursements up to ₹30,000/- shall be exempted from pre – payment audit) should be subjected to Concurrent Audit at pre-payment (post sanction) stage to ensure compliance with the Bank's rules and regulations as well as Statutory and Regulatory Compliances norms which require a **hundred percent check of financial transactions** post payment without any exception.

3. The successful bidder firm/ company should certify that they have carried out **hundred percent check of transactions** and there is **hundred percent compliance** with the Statutory and Regulatory requirements prescribed in the relevant Statutes/ Rules/ Acts.

The Concurrent Auditor will submit a monthly Statutory and Regulatory compliances certifying that they have carried out 100% check of transactions and there is 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI, Jaipur.

4. The Audit Firm is required to submit a daily report on deficiencies for spot rectification and a monthly report on major deficiencies noticed during the month by 3<sup>rd</sup> date of the next month.

5. Concurrent Auditor is expected to familiarize himself/ herself with the application - Audit Management System (AMS) 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.

6. Concurrent Audit firm is advised to use pink 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.

### **VIII. Indicative List of Appointment Related Information**

1. The estimated minimum monthly remuneration would be ₹94,000/- (Rupees Ninety-Four Thousand only) for RBI Jaipur exclusive of GST. The above estimated remuneration would be for the period of three years is not subjected for change in case of renewal. 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 GST TDS as per the applicable rates.
2. The audit team will comprise of one Chartered Accountant (Partner/ Qualified Paid CA) and minimum five qualified Article Assistants on a regular basis throughout the business hours of the Bank on all working days and on Sundays/Holidays if necessary. The audit team will be supervised by another Senior Partner of the firm on a regular basis. The audit team should have working knowledge of computers and should meet the In-Charge of ABCC on a daily basis before commencement of the business hours of the Bank.
3. Suitable substitute arrangements need to be made in advance case of absence of minimum required strength as mentioned above.
4. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e., from October 01, 2025, to September 30, 2026. Subsequently, the same will be renewed for second and third year subject to annual review of the CA's performance by the Bank.
5. Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.
6. 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 calendar 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.

### IX. Terms and Conditions of Appointment

1. On receipt of intimation from the Bank regarding acceptance of the Application, the successful applicant shall be bound to implement the Contract from the date specified therein. The successful bidder shall sign an agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the applicable Stamp laws in force in Rajasthan. In case of partnership firms, the Application submitted on behalf of a firm shall be signed by the partners and or the authorized partner on behalf of the firm. Thereafter, the Agreement will be executed between the Bank and the successful bidder.
2. It is mutually agreed that the original Agreement will be retained by the Bank and certified copy of Agreement can be retained by the successful bidder. General instructions to the bidders and special conditions hereinafter referred to shall be the basis of the final contract/Agreement to be entered into with the successful bidder.
3. The Terms and Conditions of the Agreement between the Bank and the successful applicant are as below:
  - a) The scope of work is specified in the e-tender document No. **RBI/Jaipur Regional office/HRMD/3/25-26/ET/324** dated July 22, 2025, along with the indicative list and synopsis enclosed therein. Both these documents shall be treated as part and parcel of the agreement. The scope of work is not exhaustive in nature.
  - b) The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961. A certificate for the same will be issued to the firm. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills. Any additional surcharge/ tax (as applicable from time to time) will also be deducted. Further, TDS on GST at the applicable rates will also be deducted by the Bank as per GST provisions while making payment of monthly remuneration.
  - c) No advance shall be paid and the bill completed in all respect 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., GST, etc. The payment shall be made within 15 days through NEFT from the date of submission of complete bill.
  - d) The presence of Chartered Accountant/ Partner of the firm on all working days during working hours is mandatory. The audit team will comprise of one Chartered Accountant (Partner/ Qualified Paid CA) and minimum five qualified Article Assistants on a regular

basis on all working days and on Sundays/ Holidays if necessary. The audit team will be supervised by another Senior Partner of the firm on a regular basis.

- e) The presence of the above staff would be monitored by the Bank. Absence of any one or more of the deployed staff/ without suitable similar/ equivalent substitute staff would attract a penalty of ₹2,000/- (Rupees Two Thousand only) per day and shall be recovered from the amount due and the remaining shall become payable by the firm.
- f) It should be ensured that each of the qualified Article Assistants deployed in the Bank on a continuous basis for at least a period of eight months and Chartered Accountant for one year. The rotation of the personnel should be in a manner that the replacement of the articles should be prior intimated (at least 10 working days) with confirmation of ensuring the required qualification prescribed in the tender. To ensure continuity, the entire team deployed by the firm should not be shuffled.
- g) The Firm/ Company shall provide identity cards to all its employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card at all the times they are working in the Bank's premises.
- h) The Firm/ Company shall obtain Police Verification Report on character and antecedents of its personnel and other details pertaining to age, educational qualification, name, Aadhaar card and permanent address to be provided under this contract along with their passport size photograph before engaging them for duty in the Bank's Premises.
- i) If the firm is registered under MSME Act, the registration certificate is to be submitted to the Bank. Any change in this effect during the contract should be informed to the Bank in a timely manner.
- j) The firm should also provide sufficient insurance cover (as applicable) to their staff /article engaged for duty in the Bank.
- k) 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.
- l) The CA or his staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his job and shall be responsible for taking adequate care of all equipment and materials provided by RBI.

- m) The Partner CA / Senior Partner CA /Managing Partner CA (as required) has to attend the periodic review meetings of the Concurrent Auditors with the Bank's Management Team/ HoDs as and when called to review the working of the office and discuss changes in the tax laws/ structure and its impact on Bank.
- n) The CA shall not sublet, transfer or assign the contract or any part thereof without prior written approval of the Bank to any other firm.
- o) 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.
- p) **Commercial conditions and settlement of dispute by Arbitration:** All disputes and differences of any kind under the agreement shall be mutually referred to the sole arbitrator i.e., Regional Director, Reserve Bank of India, Jaipur, and his decision in writing, shall be final and binding on the CA firm. The Award passed by the Arbitrator shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed upon by the parties. The arbitration shall be conducted in accordance with the provisions of the Page 31 of 54 Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties. The legal jurisdiction of arbitration shall only be Jaipur.
- q) **Non-disclosure clause:** 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 with this agreement, to any third party and shall at all times hold the same in strictest confidence.
- r) 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. 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 prior 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 beyond the expiry or termination of this agreement for whatever reason.

- s) No Party (or any Person acting on its behalf) shall have any liability or responsibility for failure to fulfil any obligation (other than a payment obligation) under this Agreement so long as and to the extent to which the fulfilment of such obligation is prevented, frustrated, hindered or delayed as a consequence of circumstances of force majeure.
- t) The firm shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (income tax, sales tax, service tax, etc.), Labour and Industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to RBI.
- u) If the Auditor firm/ company 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/ her/ them requiring him/ her/ them to do so, to show to the reasonable satisfaction of the Bank that the firm is able to carry out and fulfil the appointment and to give security therefor, if so required by Bank.
- v) **Termination Clause:** Without prejudice to anything contained in the foregoing, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice of three calendar months without assigning any reason and without payment of any compensation thereof, if
  - a) in the opinion of the Bank (which shall not be called in question by the Successful Bidder and shall be binding on the Successful Bidder) the Successful Bidder fails or refuses to implement this agreement to the Bank's satisfaction, and/ or
  - b) the Successful Bidder commits a breach of any terms and conditions of this agreement / tender, and/ or
  - c) the Successful Bidder is adjudged an insolvent, or a compromise is entered by it with its creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of Successful Bidder, and/ or
  - d) for any reason whatsoever, the Successful Bidder becomes disentitled in law to perform its obligations under this agreement, and/ or
  - e) there is any variation in the ownership/ partnership or management of the Successful Bidder or its business without the prior approval in writing of the Bank to such variation.
  - f) at any stage of the contract, Concealment of facts by the firm is observed.

On termination of the Contract for default, the Bank will have the power to take such necessary action as it may deem fit.



In the event of termination of this agreement for any reason whatsoever, the Successful Bidder/ or persons employed by it or its agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

The firm, if it wishes to terminate the services, has to provide a similar notice to the Bank.

w) **Prevention of Sexual Harassment Clause:** The audit firm and its members 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 employee(s) of the Audit Firm within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the firm and the firm shall ensure appropriate action under the said Act in respect to the complaint. The Audit Firm shall confirm constitution of Internal Complaints Committee for the purpose, wherever applicable.

- i. Any complaint of Sexual Harassment from any aggrieved employee of the Audit Firm against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
  - ii. The Audit Firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the firm is proved.
  - iii. The Audit firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
4. Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of an application 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.
5. 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 deem fit.
6. The firm will sensitize its personnel to act as per the Business Continuity Plan (BCP) of the Bank. To ensure business continuity, suitable substitute arrangements need to be made in case of absence of minimum required strength.

7. The audited annual balance sheet and profit and loss statement showing the financial position of the firm will have to be made available to the Bank as and when asked.
8. Any adverse remarks on the facets of working of the Departments should be supported by reasons thereof.
9. **Compliance to IS policy:** The Audit Firm will strictly comply with the Bank's information security policies, violation of which may lead to punitive action on the firm as per the contract terms and conditions.

**10. Signing of the Contract Agreement:**

- i. General instructions to the bidders and Terms and Conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.
  - ii. 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. On receipt of intimation from the Bank regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. He/ She shall sign an agreement in accordance with the extant provisions. He/ She shall also be liable to pay appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Rajasthan.
  - iv. Notwithstanding signing of the agreement, the written acceptance of a tender by the Bank in itself shall not constitute a binding agreement between the Bank and the bidder, whether such contract is or is not subsequently executed.
  - v. The firm will be required to execute an affidavit cum indemnity, in a specified format, on a non-judicial stamp paper (value as per the local stamp law) affirming maintenance of the secrecy and confidentiality of our systems and procedures.
11. The Bank has the right to go to the court of law in case of breach of the terms and conditions as specified in this tender document.

12. The Terms & Conditions and Scope of Work, as detailed in the Tender Document Number RBI/Jaipur Regional office/HRMD/3/25-26/ET/324 published on RBI website on July 22, 2025, shall be agreed to/ adhered by the firm.

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

**ANNEX A**

**Consent to accept the Tender**

Regional Director  
Reserve Bank of India  
Rambagh Circle, Tonk Road  
Jaipur - 302004

**Tender for appointment of Concurrent Auditors for Reserve Bank of India, Jaipur  
from October 01, 2025, till September 30, 2026**

Sir/ Madam,

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the work and also having acquired the requisite information relating thereto as involving the tender, I/ We hereby offer to take up the contract for conducting Concurrent Audit at the rates mentioned in the attached schedule of quantities and in accordance with the conditions of the tender and conditions of contract attached hereto.

2. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I of the tender and this period of validity can be extended for such a period as may be mutually agreed between the Bank and us.

3. Should this Tender be accepted, I/ We hereby agree to abide by and fulfil all the terms and conditions of the Tender and in the event of any default thereof, pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender document and the Articles of Agreement read with the written acceptance of the Contract.

4. I/ We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

For and on behalf of M/s

(Signature with seal)

**Name:**

**Designation:**

**Place:**

**Date:**

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

**Witnesses:**

(1) Signature with name,  
address and date

(2) Signature with name,  
address and date

## ANNEX-B

## PART I - TECHNICAL BID

**Form- 1: Application for appointment as Concurrent Auditor: Technical Bid form**  
**(Along with Appendices 1,2 and 3)**

1	Name of the CA firm	
2	Constitution	
3	Complete Postal Address with PIN Code	
4	Number and places of branches of CA firm, if any	
5	Mobile Number	
6	Telephone Number	
7	Email Address	
8	Date of establishment of the CA firm <b>[Documentary evidence may be submitted]</b>	
9	Firm Registration Number with ICAI <b>[Documentary evidence may be submitted]</b>	
10	Unique Code Number - RBI	
11	Firm's RBI Category	
12	GST Number <b>[Copy of the GST Registration may be submitted]</b>	
13	Permanent Account Number (PAN) <b>[Copy of the PAN may be submitted]</b>	
14	Whether currently under cooling period for RBI Concurrent Audit?	
15	Whether previously worked as Statutory Central /Branch / Concurrent Auditor in RBI?	
16	Name and membership number of the Full-Time Fellow Chartered Accountants (FCAs) Partners who were exclusively associated with the firm throughout the calendar year immediately preceding the year of empanelment. <b>[Details of the partners may be provided in the Form-3]</b>	
17	Name and membership number of the Full-Time CA partner who were exclusively associated with the firm for more than five years and up to seven years. <b>[Details of the partners may be provided in the Form-3]</b>	
18	Name and membership number of the Full-Time CA partner who were exclusively associated with the firm for more than seven years and up to 10 years. <b>[Details of the partners may be provided in the Form-3]</b>	

19	Name and membership number of the Full-Time CA partner who were exclusively associated with the firm for more than 10 years. <b>[Details of the partners may be provided in the Form-3]</b>	
20	Name and membership number of the qualified CAs employed in the firm <b>[Details of the CA employed may be provided in the Form-4]</b>	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g., consultancy) <b>[Documentary evidence may be submitted]</b>	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor <b>[Details of bank audit experience may be provided in the Form-5]</b>	
24	Name and membership number of Full-Time Partners having eight or more years of Bank Statutory Audit Experience.	
25	Details of previous experience in RBI Audits as Concurrent Auditor/ Statutory Central/ Branch Auditors.	
26	Name and membership number of Full-Time CA Partners who have acquired additional qualifications.	
<b>[Details of the additional qualifications may be provided in the Form-3]</b>		
27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided.	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of	

	stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have the firm currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

I/ We declare as under:

- (1) I/ We confirm that the information furnished above is true and correct and we have not been de-panelled/ Blacklisted by any organization including RBI in the past and we fulfil all the conditions of eligibility for appointment with RBI as a Concurrent Auditor. If Bank finds the details provided by us above are incorrect/ not true at a later date, then the appointment may be cancelled.
- (2) I/ We have read the terms and conditions stipulated for appointment as Concurrent Auditors of the Bank and I/ We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons.

Place:  
Date:

Signature of Authorised Signatory  
with the Seal of the CA Firm

**Signature of the Authorized Signatory along with Seal of the firm**



**Appendix 1 (to Form 1)**  
**Details of Full-Time Partners**

Name of the Full-Time Partners	Date of awarding		Date of joining of the firm	Membership Number	Other Qualifications *	Number of years of experience in Bank Statutory Audit
	ACA	FCA				

\* Indicate only if the partner has acquired the following qualifications

Additional qualification	From
Diploma in Information Systems (DISA)	ICAI
Certified Information System Auditor (CISA)	ISACA, USA
Certified Public Accountant (CPA)	AICPA, USA
Certified Internal Auditor (CIA)	IIA, USA
Certified Fraud Examiner (CFE)	ACFE, USA.
(i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax	ICAI

**Signature of Authorized Signatory with the seal of the firm**

**Appendix 2 (to Form 1)**  
**Details of experience of the firm in audit of banks**

Type of Audit	Name of the Bank	Branch / Office	Experience of the Firm in Banks/RBI Audits (from/to date)

\* Statutory Central/ Statutory Branch/ Concurrent Audit

**Signature of Authorized Signatory with the seal of the firm**

**Appendix 3 (to Form 1)**  
**Details of Full-Time Employed CA**

Name of the employed CA	Date of joining the firm	Membership Number	Other Qualifications	Experience

**Signature of Authorized Signatory with the seal of the firm**

**ANNEX-C****PART II - Financial Bid****2: Application for appointment as Concurrent Auditor: Form**

<b>Name of the CA firm</b>	
<b>Complete Address</b>	
<b>Monthly remuneration for carrying the concurrent audit in RBI (including all costs and excluding applicable taxes)</b>  <b>(Amount in Rupees - in words and figures)</b>	

Place:

Signature of Authorized Signatory  
with the Seal of the firm

Date:

NOTE: The above Financial Bid Form is only for information/ reference purpose. Bidders are advised NOT to quote amount in above 'Financial Bid' (Part-II) form-2 together with Part I (i.e., Technical Bid) while uploading documents on the MSTC portal. Bidders must enter 'Financial Bid' under the 'Event Catalog' on the MSTC portal.

**ANNEX-D**

**Undertaking**

We, M/s .....(name of the firm) having registered office at .....  
.....(address of the firm) proposing to conduct the Concurrent Audit of Reserve Bank of India (RBI), Jaipur are currently NOT Statutory Branch Auditors / Concurrent Auditors of any other Office / Central Office Department of RBI and have NOT undertaken Statutory Central / Branch/ Concurrent Audit in any other Office / Central Office Department of RBI during the preceding two (02) years, i.e., as on August 11, 2025.

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

Date:

Place:

**ANNEX-E**

**FORM OF BANKERS' SOLVENCY CERTIFICATE FROM A SCHEDULED  
COMMERCIAL BANK**

This is to certify that to the best of our knowledge and information M/s. -----  
-- having marginally noted address, a customer of our bank are/ is respectable and can be  
treated as good for any engagement up to a limit of ₹ 11,28,000 (Eleven Lakhs Twenty-  
Eight Thousand only). This certificate is issued without any guarantee or responsibility on  
the Bank or any of its officers.

(Signature)

For the Bank

Note:

1. Bankers' certificate should be on letter head of the bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**ANNEX-F**

**Proforma of Bank Guarantee**

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the issuing bank)

Place:

Date: \_\_\_\_\_

The Regional Director  
Reserve Bank of India  
Jaipur - 302004

Sir,

Contract for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 1, 2025, to September 30, 2026, for Reserve Bank of India, Jaipur

Ref.: NIT/Advt.No.

date

**WHEREAS**

Reserve Bank of India, Jaipur Regional Office (hereinafter called "the RBI") has awarded the Contract for the captioned work (hereinafter called the "Contract") to M/s..... (Name of the Contractor) (Hereinafter called "the said Contractor", which expression shall include its successors and assignees).

AND Whereas under the said contract the Contractor is bound to submit to RBI, Jaipur Regional Office a Performance Bank Guarantee (5% of Contract value) for a total amount of ₹. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (Amount in figures and words) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, .....(Name of the Bank), (hereinafter called "the Bank"), at the request of M/s .... , the Contractor, do hereby undertake to pay to RBI, an amount not exceeding ₹. .... (Rupees \_\_\_\_\_ only) (Amount in figures and words) as Performance Guarantee for due fulfilment of terms and conditions of the contract.

**NOW THIS GUARANTEE WITNESSETH**

1. We.....(Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assignees that in the event of RBI coming to the conclusion that the Contractor has not performed his obligations as per the terms & conditions of the said contract or has committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall, on demand by RBI, pay without demur to RBI, a sum of ₹. (Rupees only) (Amount in figures and words) or any lower amount that may be demanded by RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹. (Rupees only) (Amount in figures and words)
2. We also agree to undertake and confirm that the sum not exceeding ₹. \_\_\_\_\_ (Rupees only) (Amount in figures and words) as aforesaid shall be paid by us forthwith without any demur or protest, merely on demand from RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by RBI immediately on receipt of the notice as aforesaid.
3. We confirm that our obligation to RBI under this guarantee shall be independent of the agreement or agreements or other understandings between RBI and the Contractor.
4. This guarantee shall not be revoked by us without prior consent in writing of RBI.
5. Any notice by way of demand or otherwise hereunder may be sent by special courier, mail, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

**We hereby further agree that –**

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said contractor in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by

the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹. (Rupees only) (Amount in figures and words). Our liability under these presents shall not exceed the sum of ₹. (Rupees only) (Amount in figures and words).

b) Our liability under these presents shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

c) This guarantee shall remain in force up to..... (Thirty days beyond the expiry of contract period) provided that if so desired by RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

d) In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

e) Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

f) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the \_\_\_\_\_ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within \_\_\_\_\_ or any extended period, all the rights of RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof, I/We of the bank have signed and sealed this guarantee on the .....day of.....(Month) ..... (Year) being herewith duly authorized.

For and on behalf of. .... (Name of the Bank)



Signature and Seal of authorized Bank

Official Name:

Designation:

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature:

Name:

Address:

Witness 2

Signature:

Name:

Address:

(Note: This Bank Guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

**ANNEX - G****Certified documents (along with respective ANNEX) to be uploaded for determining eligibility criteria and evaluation of technical bids:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Certified documents to be uploaded</b>
<b>1.</b>	Consent to Accept the Tender	As per <a href="#">ANNEX A</a>
<b>2.</b>	Proof of being Category 1 Chartered Accountant (CA) Firm	ICAI Certificate
<b>3.</b>	Proof of PAN registration	Copy of PAN Card
<b>4.</b>	Proof of GST registration	Copy of GST Registration Certificate
<b>5.</b>	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
<b>6.</b>	Details of Partners	i. Partnership Deed and/or similar other relevant document and ii. ICAI Firm Card
<b>7.</b>	Experience of the Firm - No. of years	ICAI Firm card
<b>8.</b>	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
<b>9.</b>	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.
<b>10.</b>	Number of Full-Time CA employees presently deployed – Key professional staff	i. Membership number & related ICAI certificate ii. Letter of Appointment
<b>11.</b>	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
<b>12.</b>	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 considered will only be one and not three. The experience letters should be uploaded year wise.
<b>13.</b>	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.
<b>14.</b>	Number of semi-skilled staff qualified in Group I-IPCC	Appointment Letters issued by the firm
<b>15.</b>	Number of other assistants	Appointment Letters issued by the firm

<b>16.</b>	EMD	The proof of having remitted the EMD to ABCC, Reserve Bank of India, Jaipur.
<b>17.</b>	Solvency Certificate	Banker's Solvency Certificate (equal up to the annual value of the tender)
<b>18.</b>	Any other document related to the tender work	

\*\*\*\*\*