

SCHEDULE OF E-TENDER

Item	Description
e-Tender/ e-Quotation no	RBI/Central Office/DBS/1/20-21/ET/276
Mode of Tender/ Quotation	e-Tendering System (Technical Bid and Price Bid through www.mstcecommerce.com/eprochome/rbi)
Date of NIT available to parties to download	From 11:00AM on November 7 th , 2020
Tender Fees	Nil
Pre-Bid meeting	Queries will be received upto 1600 hrs on November 17th, 2020 on the following email ID: sinnypaul@rbi.org.in prakashvaswani@rbi.org.in
Date of Starting of e-Tender for submission of on line Technical Bid and Financial Bid at www.mstcecommerce.com/eprochome/rbi	From 04.00 PM on November 7 th , 2020
Date of closing of online e-tender for submission of Technical Bid & Financial Bid.	2:00 PM of November 29 th , 2020
Date & time of opening of Part-I (i.e. Technical Bid) Part-II Financial Bid: Date of opening of Part II i.e. price bid shall be informed separately	3:00 PM of November 30 th , 2020
Transaction Fee	To be charged by MSTC Ltd. Payment of transaction fee will be through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED

Important Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Department of Supervision, Central Office, Mumbai. The e-procurement service provider is MSTC Limited.

You are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting your online tender.

A) Registration:

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. The bidding involves a two-stage process i.e. technical and financial bids. Only after registration, the vendor(s) can submit his/her/their bids electronically. The Vendor should possess Class II signing and encryption or above, signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI, DOS, CO, Mumbai is not responsible for making such arrangement. (Please note that the bids will not be recorded without Digital Certificates).

NOTE: The Technical Bid and Financial Bid have to be submitted online only at https://www.mstcecommerce.com/eprchome/rbi/buyer_login.jsp

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt.Depts → RBI. Register as Vendor by filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
- 3) In case of any clarification, please contact RBI, DOS, CO, Mumbai, (before the end of the scheduled period of the e-tender).

Contact Persons (RBI, DOS, Mumbai):

Sinny Paul,
Manager
Reserve Bank of India
Department of Supervision,
Central Office
World Trade Centre, Centre 1,
Mumbai-400005;
Mobile 9167388049
Email Id: sinnypaul@rbi.org.in

Prakash Vaswani,
Assistant Manager
Reserve Bank of India
Department of Supervision,
Central Office
World Trade Centre, Centre 1,
Mumbai-400005;
Mobile: 9892257797
Email id: prakashvaswani@rbi.org.in

Contact Persons for MSTC: Centralized helpdesk for vendors:

Helpdesk numbers :033-40645207, 033-40609118, 033-40645316,033-22901004 and 033-22895064

Email id- helpdesk@mstcindia.co.in

Helpdesk at MSTC Mumbai for vendors022-22870471/22886266

Details of MSTC officials in case of any technical clarifications-

- a. Ms. Archana Juneja, Asst. Mgr.
Mobile no.-9990673698
Email id- archana@mstcindia.co.in
- b. Ms. Rupali Pandey, Asst. Mgr.
Mobile no.-9458704037
Email id- rpandey@mstcindia.co.in
- c. Mr. Abhishek Kr. Kanaujia, Executive
Mobile no.-9930119718
Email id- akkanaujia@mstcindia.co.in

System Requirements:

- i) Windows XP-SP3 & above/Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above 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 once)

For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome

B) Process of E-tender:

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

The vendors shall pay the transaction fee being charged by MSTC 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. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

Transaction fee is non-refundable.

A vendor will not have the access to online e-tender without paying 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 email also during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email-id. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
5. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.
6. **Bidding Procedure:**
 - a) The vendor(s) who have paid the transaction fee can only submit their Technical Bid and Financial Bid through the MSTC website www.mstcecommerce.com → e- procurement →PSU/Govt. depts→ Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event.
 - b) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.
 - c) 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 be filled up and 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 Bids.

- d) Vendors are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
 - e) In all cases, vendor should use their own ID and Password along with Digital Signature Certificate at the time of submission of their bid.
 - f) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
 - g) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - h) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution.
 - i) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - j) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender as the case may be without assigning any reason thereof.
 - k) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprchome to familiarize with the system before bidding.

**Reserve Bank of India
Department of Supervision, Central Office
WTC, Mumbai**

**E-Tender for Appointment of Concurrent Auditor for the year 2020-21
w.e.f. January 1, 2021 to September 30, 2021**

Reserve Bank of India, Department of Supervision, Central Office, Mumbai (hereinafter called "the Bank"), invites E-tenders under Two-Cover Bid (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2020-21 w.e.f. January 1, 2021 to September 30, 2021 for following Central Office Departments:

- I. Department of Supervision, WTC, BYC, BKC (in Mumbai)
- II. Legal Department, WTC, Mumbai

The appointment of the Concurrent Auditors (CAs) will be for a period of nine months i.e January 1, 2021 to September 30, 2021. Subsequently, the same will be renewed for second and third year subject to annual review of the CAs performance by the Bank.

The applicants should submit their proposal including all the relevant documents, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects as per the prescribed format on or before **02.00 PM on 29/11/2020**.

The Part-I (Technical Bid) will be opened electronically on **30/11/2020 at 03:00 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.

Tender document can be downloaded from website www.mstcecommerce.com and Banks' website at the URL: https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the e-portal and Bank's website only. Any Amendment / Corrigendum / Clarification will be mailed.

**Chief General Manager- in- Charge
Reserve Bank of India
Department of Supervision, Central Office**

NOTICE

Inviting Tender for Appointment of Concurrent Auditors for the year 2020-21 w.e.f. January 1, 2021 to September 30, 2021 by Reserve Bank of India, Department of Supervision, Central Office, Mumbai

I. TENDER NOTICE

1. E-tenders are invited under Two-Cover Bid from Category I Chartered Accountants Firms registered with ICAI for Mumbai for **Appointment of Concurrent Auditors (CAs) for nine months i.e. January 1, 2021 to September 30, 2021 by Reserve Bank of India, Department of Supervision, Central Office, Mumbai**
2. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
3. Before submitting the tender, the Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. Corrections, if any, in the quotation shall be duly authenticated with full signature.
5. Bidder/authorized signatory of the Bidder shall sign on each page of the tender. It is clarified that either the bidders can download the document, sign all pages, scan and upload the document as part of the Technical bid or the bidder can create a digital signature and sign all pages.
6. In the first stage, the Technical Bids (Part-I) will be opened **at 03:00 PM on 30/11/2020 at RBI, DOS, Central Office, Mumbai. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.** Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Reserve Bank.
7. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids. Date and Time of opening the Financial Bid will be notified separately.
8. 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.**
9. Tender would remain valid for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever is earlier.
10. 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.
11. 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.

12. Reserve Bank of India, Department of Supervision, Central Office, Mumbai 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.
13. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from Ms. Sinny Paul Manager, or Shri Prakash Vaswani, Asst Manager, Administration Division, Reserve Bank of India, Department of Supervision, Central Office, Mumbai at sinnypaul@rbi.org.in or prakashvaswani@rbi.org.in upto 1600 hrs on November 17, 2020. 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 Department 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 the Manager, Administration Division, Reserve Bank of India, Department of Supervision, Central Office, Mumbai. 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.

TENDER DOCUMENT - CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for **Appointment of Concurrent Auditors for nine months w.e.f. January 1, 2021 to September 30, 2021 by Reserve Bank of India, Department of Supervision, Central Office, Mumbai.**

The Tender document comprises of:

- I. Form 1 (with appendices 1 & 2)
 - II. Form 2 Financial Bid form
 - III. Eligibility Criteria and other conditions
 - IV. Evaluation Criteria (Technical & Financial)
 - V. Terms and Conditions including Reporting requirements and the Undertaking
 - VI. Scope of work - Indicative List
 - VII. Checklist of documents to be submitted for the technical bid/evaluation
 - VIII. Statutory and Regulatory Compliance Certificate (in terms of the latest RBI Master circular that will be provided)
 - IX. Schedule of Tender
2. The bidder is expected to examine all Instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
 3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

I. Form 1 (with Appendices 1 and 2)

Application for appointment as Concurrent Auditor: Technical Bid Form

1)	Name of the Firm	
2)	Complete Postal Address	
3)	Telephone numbers	
4)	Email address	
5)	Date of commencement/opening of the Firm	
6)	Goods and Service Tax Registration No.	
7)	Firm registration No.	
8)	Unique Code No.	
9)	Permanent Account Number (PAN)	
10)	Number of Full time FCA partners	
11)	Details of the Partners (as per Appendix 01)	
12)	No. of qualified CAs employed	
13)	No. of Skilled staff-qualified in Group II - IPCC	
14)	No. of Semi-skilled staff -qualified in Group I - IPCC	
15)	No. of other Assistants	
16)	Details of Experience of the Firm in audits in Banks/RBI (as per Appendix 02)	

I declare that

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

Signature of Authorised Signatory with Seal of the firm

II. Form 2

Application for appointment as Concurrent Auditor : Financial Bid Form

1	Name of the Firm	
2	Complete Postal Address	
3	Monthly remuneration for carrying out Concurrent Audit in RBI (including all costs and excluding applicable taxes)	(Amount in rupees – in words and figures)
		Signature of Authorised Signatory with the seal of the firm.

III. Eligibility Criteria

1. Department of Supervision, Central Office, Reserve Bank of India, Mumbai invites E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for nine months w.e.f. January 1, 2021 to September 30, 2021
2. The applicant firm should be a category I Chartered Accountant firm based in Mumbai to be eligible for appointment as CA.
3. Applicant firm should have paid Chartered Accountant employees.
4. The skilled staff of the firm should have at least qualified in Group II of IPCC (Integrated Professional Competence Course) and semi-skilled at least group I of IPCC and undergoing Article training.
5. The firm should have the experience as branch Auditor/central Auditor/Statutory Auditor/Concurrent Auditor in bank audit.
6. As per ICAI guidelines, minimum remuneration is to be indicated for inviting bids.
7. **The minimum monthly remuneration will be Rs.69,000/- (Rupees Sixty Nine Thousand only) exclusive of Goods and Service Tax.**
8. The applications indicating less than the minimum monthly remuneration will be rejected out-rightly.
9. Following of the Bank's previous and present Concurrent Auditors and Statutory Auditors are not eligible for appointment.

Sr No	Name and Address	Remarks
1	G P KAPADIA & CO FOURTH FLOOR HAMAM HOUSE AMBALAL DOSHI MARG	Statutory Auditors with RBI for 2018-19
2	CHHAJED & DOSHI 101 HUBTOWN SOLARIS NEAR EAST WEST FLYOVER N S PHADKE MARG ANDHERI - EAST	Statutory Auditors with RBI for 2018-19
3	M/s. Kothari and Co. Kolkata	Statutory Auditors with RBI for 2018-19 and 2019-20
4	M/s. Bansal & CO.LLP New Delhi	Statutory Auditors with RBI and NHB for 2018-19 and 2019-20
5	M/s. Suri & CO.Chennai	Statutory Auditors with RBI for 2018-19 and 2019-20

6	V SANKAR AIYAR & CO 2 C COURT CHAMBERS 35 NEW MARINE LINES	Statutory Auditors with DICGC for 2018-19 and 2019-20
7	M/s.Prakash Chand Jain & Co. Mumbai	Statutory Auditors with RBI for 2019-20
8	HARIBHAKTI & CO LLP 705 LEELA BUSINESS PARK ANDHERI KURLA ROAD	Statutory Auditors with RBI for 2019-20
9	BORKAR & MUZUMDAR 21/168 ANAND NAGAR OM CHS ANAND NAGAR LANE OFF NEHRU ROAD VAKOLA SANTACRUZ EAST	Presently Concurrent Auditors of one cluster of CODS / Office / TE
10	GOKHALE & SATHE 304/308/309 3RD FLOOR UDYOG MANDIR NO. 01 7-C BHAGOJI KEER MARG MAHIM	Presently Concurrent Auditors of one cluster of CODS / Office / TE
11	M M NISSIM & CO BARODAWALA MANSION B-WING 3RD FLOOR 81 DR ANNIE BESANT ROAD WORLI	Presently Concurrent Auditors of one cluster of CODS / Office / TE
12	S C A AND ASSOCIATES 501 - D FIFTH FLOOR POONAM CHAMBERS - A WING DR ANNIE BESANT ROAD WORLI	Presently Concurrent Auditors of one cluster of CODS / Office / TE
13	YARDI PRABHU & ASSOCIATES LLP 2 SAMADHAN 1ST FLOOR AGARKAR CHOWK OPP RAILWAY STATION ANDHERI-EAST	Presently Concurrent Auditors of one cluster of CODS / Office / TE
14	BSMART and Associate LLP 1909/2, Ram Dhvaj Commercial Complex Pune Satara Road, Pune	Presently Concurrent Auditors of one cluster of CODS / Office / TE
15	A R Sulakhe & Co, CA Anand Apartment, Shivaji Nagar Pune 411005	Presently Concurrent Auditors of one cluster of CODS / Office / TE
16	M/s. A S Kulkarni & Associates Vidya Vihar Colony, Rana Pratap Nagar, Nagpur	Presently Concurrent Auditors of one cluster of CODS / Office / TE
17	CHOKSHI & CHOKSHI LLP GROUND FLOOR 15/17 RAGHAVJI GOWALIA TANK OPP CENTRAL BANK OF INDIA	2 yrs cooling period norms
18	J KALA & ASSOCIATES 504 RAINBOW CHAMBERS NEAR M T N L	2 yrs cooling period norms

	TELEPHONE EXCHANGE S V ROAD POINSUR KANDIVALI - WEST	
19	KAILASH CHAND JAIN & CO EDENA 1ST FLOOR 97 MAHARSHI KARVE ROAD NEAR INCOME TAX OFFICE	2 yrs cooling period norms
20	MUKUND M CHITALE & CO 2ND FLOOR KAPUR HOUSE PARANJAPE B SCHEME ROAD NO-1 VILE PARLE-EAST	2 yrs cooling period norms
21	R B JAIN & ASSOCIATES 108 SHYAMKAMAL C BUILDING AGARWAL MARKET VILE PARLE (EAST)	2 yrs cooling period norms. Presently Concurrent Auditors of one cluster of CODS / Office / TE
22	R DEVENDRA KUMAR & ASSOCIATES 205 BLUE ROSE INDUSTRIAL ESTATE NEAR PETROL PUMP WESTERN EXPRESS HIGHWAY BORIVALI (EAST)	2 yrs cooling period norms
23	SHAH GUPTA & CO 38 BOMBAY MUTUAL BUILDING 2ND FLOOR DR D N ROAD FORT	2 yrs cooling period norms
24	M/s. BATLIBOI & PUROHIT NATIONAL INSURANCE BUILDING 204 DR.DADABHOY NAOROJI, Mumbai	2 yrs cooling period norms
25	Kirtane and Pandit, CAs Gopal House, Kothrud Pune	2 yrs cooling period norms
26	M/s. Bhuta Shah & Co LLP, CAs Regent Chambers, Nariman Point, Mumbai	2 yrs cooling period norms

10. 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. **Firms securing 60 or more marks (out of 100) in technical bidding will be eligible for the next stage of financial evaluation.**

11. The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.

12. The firm or no partner has been debarred or black listed by any Government /Semi – Government organization/institution in India or abroad.

IV. Evaluation Criteria (Technical and Financial)

- (i) Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from bidders and as per Methodology given.
- (ii) Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.
- (iii) The technical proposals of only those bidders who are complying with eligibility conditions will be evaluated by the Bank using the following criteria:
- (iv) Quality, competence and reliability of the firm is the paramount requirement in this tender. The decision of appointment would be made as under:
 - a) Only Technical proposals scoring not less than 60% of the total marks will be considered for further evaluation;
 - b) The Bank shall notify those bidders whose proposals did not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the Price Bids. The notification may be sent facsimile or electronic mail;
 - c) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 60:40 with the bidder obtaining the highest total marks becoming eligible for appointment.
 - d) The Price Bids shall be opened on the MSTC portal. Once it is open, the Price Comparative Statement will be available to view on the portal to all Bidder's whose price bid has been opened.
 - e) The applications indicating less than the minimum monthly remuneration (i.e. Rs.69,000/- excluding GST) will be rejected out-rightly.
 - f) In case of tie, it may be resolved by giving additional weightage to the firm that has higher number of years of experience, or more number of FCA partners or longer association of partners with the firms, or more number of key professional staff/skilled staff or more number of years of experience in the bank and /or RBI audits, with these parameters been sequentially considered in order of which they have been listed out under the technical evaluation criteria.

1. Criteria for Technical Evaluation

Parameter	Marks Range	CA Firm details
1) Experience of the firm – No. of years		
(a) less than 10 years	0	
(b) 10 to 15 years	10	
(c) Above 15 years	15	
2) Full Time Fellow Chartered Accountant (FCA) Partners		
(a) Less than 4	0	
(b) 4 to 6	10	
(c) Above 6	15	
3) Association with the same firm – No. of Partners		
(a) None	0	
(b) One partner associated for 10 years or more	5	
(c) More than one partner associated for 10 years or more	10	
4) Key professional staff -Full time CA employees		
(a) Less than 2 CAs	0	
(b) 2 to 5 CAs	5	
(c) 5 to 10 CAs	10	
(d) More than 10 CAs	15	
5) Skilled Staff- Qualified in Group II of IPCC - No of staff		
(a) Less than 10	0	
(b) 10 to 15	5	
(c) 15 to 20	10	
(d) More than 20	15	
6) Experience of the firm in bank audits		
i) As System/IS auditor		
(a) Less than 3 years	0	
(b) 3 to 6 years	5	
(c) More than 6 years	10	
ii) As Concurrent Auditor/Statutory Central/ Branch Auditor		
(a) Less than 3 years	0	
(b) 3 to 6 years	5	
(c) More than 6 years	10	

7) Past experience in RBI audits and performance assessment by RBI as Concurrent Auditor /Statutory Central/Branch Auditor		
(a) Unsatisfactory	up to (-)10	
(b) Satisfactory/Good	5	
(c) Excellent	10	

2. Criteria for Financial Bid Evaluation

Appointment of Concurrent Auditors in RBI- Criteria for Financial Bid Evaluation		
Sl. No.	Particulars of the Bid	Marks
1	L-1(Lowest Bid)	100
2	L-2	90
3	L-3	80
4	L-4	70
5	L-5	60
6	Above L-5	0

The applications indicating less than the minimum monthly remuneration (i.e. Rs.69,000/- excluding GST) will be rejected out-rightly.

V. Terms & Conditions alongwith Reporting Requirements and Undertaking

1. Financial bids shall contain remuneration in Indian Rupees only both in figures and words. No other enclosure is permitted with financial bid
2. The monthly remuneration quoted shall be deemed to have excluded Goods and Service Tax (GST). If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source under Income Tax Act 1961 and a certificate for the same will be issued to the firm. TDS under Section 51 of CGST Act 2017 will also be deducted.
3. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
4. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
5. The remuneration quoted shall be fixed and binding without any escalation whatsoever till nine months and on extension of time /renewal.
6. The CA will be required to deploy a team comprising of **one Chartered Accountant, two Skilled and one Semi-skilled staff on daily basis**. The skilled staff should have qualified at least Group II of Integrated Professional Competence Course (IPCC) and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing Article Training. The team should have working knowledge of computers / systems. The presence of the Chartered Accountant/partner of the firm should be mandatory and the presence of the audit team will be monitored by the Bank.
7. The appointment will be extendable for further period at Bank's discretion. The appointment will be for the period January 1, 2021 to September 30, 2021. The extension of Contract will be at the discretion of the Bank and at mutually agreed upon terms.
8. Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.
9. The acceptance of offer of contract shall be communicated by the successful bidder to the Reserve Bank of India, Department of Supervision, Central Office within 07 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.
10. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
 - Adherence to the Reserve Bank of India Expenditure rules.
 - Narration and accounting under the proper head of accounting.
 - Correct accounting of revenue and capital nature of expenditures
 - Maintenance of all relevant accounts (such as RBI Gen account, SGL, supporting records/registers etc.) as per prescribed norms.
 - Inter office Reconciliation accounts, Adjustments Accounts.

- Reconciliation and monitoring of charges account at monthly interval.

11.CAs are expected to familiarize themselves with the system and procedures of the Office/Department and expected to go through all the relevant circulars/guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules etc.

12.CAs are expected to familiarize themselves with the application (AMRMS) 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.

13.The detailed synopsis /checklist for CAs with the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent Audit as per the checklist is mandatory.

14.The CAs are required to identify deficiencies, if any, noticed for spot verification.

15.CAs would be required to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.

16.CAs would be required to verify reports related to the periodical income review statement, certify the weekly statement of affairs (WSA), abstract WSA, Income statement, carry forward provision report etc. as per the requirement of the department.

17.The CAs functions as specified may be enlarged at a future date as per the requirement of the Office/Department.

18.No advance shall be paid. Bill for monthly remuneration may be raised by the Concurrent Auditor on a monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e. TDS, GST etc. The payment shall be made within 30 days through NEFT from the date of submission of complete bill TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills. The bill should be submitted to the Bank after submission of Concurrent Audit report of the reporting month for all the Departments.

19.The Concurrent Auditor 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 Concurrent Auditor on account of misconduct, omission and negligence by the Concurrent Auditor.

20.The Concurrent Auditor or the staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his/her job.

21.The Concurrent Auditor shall be responsible for taking adequate care of all equipment and materials provided by RBI.

22.The Concurrent Auditor has to attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract as well as the scope and coverage.

23.The Concurrent Auditor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.

24.It shall be the Concurrent Auditor'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.

25.The Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.

26.The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender as the case may be without assigning any reason thereof.

27.The Concurrent Auditor 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 Concurrent Auditor 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. The Concurrent Auditor 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 Concurrent Auditor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Concurrent Auditor shall take all appropriate actions with respect to its employees to ensure that the obligations of non- disclosure of confidential information under this agreement are fully satisfied. The Concurrent Auditor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

28.The Concurrent Auditor shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint". Any complaint of sexual harassment from any aggrieved staff of the Concurrent Auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Concurrent Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involving the staff of the Concurrent Auditor, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the Concurrent Auditor is proved by the Committee. The Concurrent Auditor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

29.No Party (or any Person acting on its behalf) shall have any liability or responsibility for failure to fulfill any obligation (other than a payment obligation) under this Agreement so long as and to the extent to which the fulfillment of such obligation is prevented, frustrated, hindered or delayed as a consequence of circumstances of force majeure.

30.Signing of Contract Agreement:

- a. General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.

- b. In case of partnership firm, the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.
- c. On receipt of intimation from RBI regarding acceptance of the Tender, with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Mumbai.
- d. Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of a tender in itself shall not constitute a binding agreement between the Reserve Bank and the firm so bidding, whether such contract is or is not subsequently executed.
- e. The Concurrent Auditor shall furnish a Affidavit cum Indemnity Bond as per the format given by the Bank.

31. The firm should be ready to sign a maintenance of confidentiality and secrecy bond in the format given by the Bank.

Reporting requirements:

- 1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank.
- 2. Monthly audit report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
- 3. Monthly audit report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
- 4. Monthly audit report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
- 5. Irregularities noticed in sensitive areas and transactions of suspicious nature should be brought to the notice of Officer in charge by recording a special note.
- 6. The audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- 7. Major irregularities/frauds/leakages in income, if any, identified should be brought to the notice of in charge of auditee office, and inspection department.

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

Signature of the authorized person:

Name of the signatory (.....)

(in block capital letters) :

Name of the firm :

VI. SYNOPSIS (Scope of Work) FOR CONCURRENT AUDITORS TO UNDERTAKE AUDIT OF Reserve Bank of India, Central Office

Indicative List

- The CAs will cover the following departments of Reserve Bank of India, Central Office:
 - Department of Supervision (WTC, BKC, BYCULLA) in Mumbai
 - Legal Department, WTC

The Concurrent Auditor shall have to furnish the monthly Concurrent Audit report to the Departments as mentioned above by the 10th of the following month as per the scope and coverage of the Audit. The report is to be submitted in hard copy as well as it should be uploaded in the AMRMS portal of the Bank.

All the bills/invoices at pre-payment/post-sanction stage having tax implication (TDS under income tax Act 1961, TDS under section 51 of CGST Act 2017, etc.) is to be checked and certified by the Concurrent Auditor and verified post payment.

Verification of whether financial sanctions/financial power exercised in respect of bills are in accordance of RBI Expenditure Rules 2018 and certifying the same.

The Concurrent Auditor has to carry out 100% check of relevant transactions carried out by the Department and should certify that there is 100 % compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.

All financial transactions will be subjected to Concurrent Audit.

Sanctions by authorities referred to in Schedule II to ER 2018 under various heads as specified in Schedule I to ER 2018, subject to the conditions, if any, specified therein and also subject to all the administrative approvals / Central Office instructions as applicable should be subjected to Concurrent Audit and Concurrent Auditors should report irregular sanctions by authorities below the rank of OIC to the OIC and also to Inspection Department and irregular sanction by the OIC to the Inspection Department.

The scope and coverage of the Concurrent Audit may be revised as per the requirement of the Bank.

Department of Supervision, Central Office

BROAD SCOPE OF WORK

1. **Voucher Scrutiny** - Scrutiny of the Vouchers along with supporting documents for the month of Audit and to verify that the procedure of sanctioning has been followed by the Department as per the RBI Expenditure Rules. All financial transactions are to be covered under Concurrent audit.
2. **Verification of Petty Cash**- Verification of monthly Petty Cash balance.
3. **Bank Guarantee**- Verification of the Bank Guarantee and entries in the Bank Guarantee register during the month under review. Renewal/ Revalidation/ return of Bank guarantee. Maintenance of register.
4. **TDS** - Whether statutory obligations like deduction of income tax and payment of Goods and Service tax etc. were invariably met (as per rules /rates in force) and remitted in time; filing of Income Tax and Goods and Service Tax Returns / Statements is done within due dates and in conformity with the provision of the Act. All the Tax transactions are to be verified by the Concurrent Auditors prior to making any payments. Accordingly, the scope of the Concurrent Auditors includes 100% checking of the appropriate taxes, tax rates applied, amount on which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100 % verification of the returns prior to them being filed.
5. **Liveries** - Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment, shoes etc. is carried out and paid without delay. Whether the payments made under the head-Liveries during the month under audit is made without delay and as per is in conformity with the extant instruction and RBI Expenditure Rules 2018.
6. **Penalty for non-submission / delayed submission of return (UCB)** - Whether all the returns are submitted on time and proper penalty imposed for delayed submission?
7. **Insurance of Bank property etc.** - Whether the insurance of the Banks assets is made following proper procedure?
8. **OFFICER'S LOUNGE AND DINNING ROOM(OLDR)**- Whether monthly statements of accounts in form Gen. No. 302 is prepared and subsidy debited to Charges A/c.-Est. Misc.-Expenditure incurred on A/C. of Officers Lounge as stipulated in Para 8.53.

9. Verification of financial sanction/financial power exercised by the officers of the department as per the RBI Expenditure Rules 2018 in respect of bills - Verification of Out-Of-Pocket Expenses Bills - Whether the expense incurred is approved and sanctioned as per prescribed scales, Tea/Lunch/Dinner/Conveyance Charges Bills Whether the distance stated in conveyance bill is correct, the point of deviation is in order, the mode of transport used is appropriate from the point of view of eligibility and the amount claimed and admitted is proper, Sitting Fees And Other Expenses, Law Charges, Whether the payments are made as per the Expenditure Rules, 2018 , Training and Tours Expenses (Domestic and Foreign) Telephone bills - official, Online Data Charges, Petrol, Diesel and Car Hire Charges- Verification of bills paid to the travel agency in respect of the cars hired by the office, Sanction and Payment for Advertisements, payment towards visiting card is in conformity with the extant instruction and RBI Expenditure Rules 2018, Incentive scheme for employees for acquiring higher qualifications, Payment for Seminar/Guest Lecture made in conformity with the instructions and as per ER 2018, Payment related to as Telephone bills , Newspapers and periodicals bills. Purchase of books/ periodicals for Library & office. Printing and Stationery charges and Computer Consumables, Photo copying and Binding charges, Postage & Telecommunication charges, Computer Software below Rs.1 lakh, Bills of Gold Coin given to retirees, memento, Miscellaneous expenses, etc., Reimbursement of any other expenditure.
10. Checking and verifying payments to external organizations/institutions involving filing of Form 15CA./15CB
11. Sanction and Payment of bills towards computer consumables, stationery, Sundry articles up to 1 lakh - Telecommunication equipments/Computer & Microprocessor / Furniture Office / Furniture Residence.
12. Checking of all supporting necessary documents sanctioned for payments
13. Any outstanding entries beyond the stipulated time limit (2 months) in the transit accounts: Suspense/ Sundry/Intra Day account etc.
14. All the statements related to Half yearly review/Annual Closing are being checked and verified by the Concurrent Auditors and sent to DGBA in stipulated time

15. Registers / Records / Subsidiary books to be checked by CA firm Verification of submission of monthly/ quarterly/half yearly returns (IRS Statement, Housekeeping etc.), to DGBA within stipulated timeline etc and Rs.20 L expenditure - half yearly statement to CSBD
16. Verification of whether advisory letter and the relevant forms issued to the retiree two months prior to the retirement
17. Verification of calculation of basic pension and commutation of the pensioners is being done correctly or not.
18. **Leave Encashment** - Verify the last drawn gross pay and ordinary leave balance as per the service sheet for payment of Encashment of Leave to retiree.
19. Verification of whether final settlement papers of the retirees were sent to Central Pension Cell within 10 days from the date of retirement.
20. Verification of whether all the employees covered under NPS have obtained their PRAN, got it tagged to RBI and details thereof have been communicated to SAMADHAN
21. Verification of whether all the employees have been covered under New Pension Scheme, obtained their PRAN, got it tagged to RBI and details thereof have been sent to Samadhan.
22. Verification of periodical visit of the ICICI representative (POP) is being arranged by the office to attend to the NPS related issues of the employees
23. Reimbursement under Incentive Scheme for higher education made in line with the instructions and as per ER 2018 and without delay.
24. Payment made to external institute and for Seminar/Guest Lecture is in conformity with the instructions and as per ER 2018.
25. Verification of purchases of Computers/Laptops/iPads/Printers/Scanners etc. at approved rate-contract, wherever applicable and bills are paid in the month of put to use of the same as per the guidelines.
26. Whether lowest quoted rate is accepted/higher rate has been approved in respect of tenders has been accepted or not.
27. Verification of depreciation of fixed assets purchased by the Senior officer on buyback on replacement policy or on retirement.

28. Sanction and Payment of bills towards purchase of electronic articles viz. Computer, Printers, Laptop, mobiles etc., Annual Maintenance Contracts, Miscellaneous payments.
29. Whether purchases of computers/Laptops/iPads/Printers/ Scanners etc. are made on the basis of approved rate contracts wherever applicable.
30. Whether lowest quoted rate is accepted/ higher rate has been approved in respect of tenders- reasons thereof are recorded and approval of the competent authority obtained.
31. Whether bills for the purchase made are being duly scrutinized, certified and paid without delay.
32. Whether the depreciation of assets being purchased by the Senior Officer on buyback on retirement is in order and as per extant guidelines.
33. Whether prescribed procedure is being followed at the time of calling for quotations/tenders from the approved list of contractors/suppliers.
34. Whether the department is maintaining the AMC Register.
35. Whether any AMC has expired during the month under Audit and renewal has not been done.
36. SRCC Master Circular-Whether TDS deducted on applicable payment is timely deposited to Government account and TDS return form is timely filed to competent authority. GST payment on buyback, e-waste, etc. is deposited to the government account on timely basis. Verification of submission of Half Yearly/Monthly SRCC certificate to SRCC, HRMD, CO within stipulated timeline.
37. Fixed Assets- Purchase of computers, Laptops, Ipad, printers, scanners, furniture etc. Capitalization of dead stock articles are made without delay and as per guidelines, Half yearly physical verification of dead stock articles are being carried out as per instructions/ acquisition of dead stock articles and inventory in CBS, insurance of dead stock articles and depreciation thereof. Verification of data for insurance/broken-period insurance of fixed assets of the department- Whether the insurance of the Banks assets is made following proper procedure, Whether broken period insurance is taken for the assets purchased during the year/month
38. Quarterly verification of stationary items, Maintenance and verification of bill register and quotation register as per instructions.

39. Checking of reports in the system through 'view only' access
40. Verification of calculation of basic pension and commuted value of pension.
41. Reimbursement of vehicle insurance premium.
42. Profit & Loss on sale of Bank's property.
43. Scrutiny of Inward letter programmer – Outstanding letters/bills Verification of Inwarding of bills by the department and the report being put-up to Senior officer.
44. Dispatch of letters, Postage Stamps, Revenue Stamps & Franking Machine
45. Leave - Verification of the attendance records, regularisation of leave
46. Verification of the service sheets – for leave, increments, nominations etc, Annual increment/pay re-fixation on promotion sanctioned to the eligible staff of the Department are being checked and verified.
47. Cheque Book and Loose Cheque Leaves - Verification of the cheque book/cheque leaves with the register
48. Whether any outstanding paras from previous CA report is pending with the auditee department and the compliance for the same is submitted by the department or not.
49. The scope and coverage of the Concurrent Audit may be revised as per the requirement of the Bank.
50. Any other matter to be decided by Inspection Department and the CGM-IC of the department from time to time.

Alongwith the above, the Concurrent Auditor will need to submit the following certificate in their monthly report:

He /she has carried out 100% check of relevant transactions carried out in the Department and there is 100 % compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.

Instructions in the circular Insp. AMC. No. 1 / 05.07.001 / 2020-21 dated 7 July 2020 have been adhered to.

All financial transactions will be subjected to Concurrent Audit.

Sanctions by authorities referred to in Schedule II to ER 2018 under various heads as specified in Schedule I to ER 2018, subject to the conditions, if any, specified therein and also subject to all the administrative approvals / Central Office instructions as applicable should be subjected to Concurrent Audit and Concurrent Auditors should report irregular sanctions by authorities below the rank of OIC to the OIC and also to Inspection Department and irregular sanction by the OIC to the Inspection Department.)

Legal Department, Central Office

BROAD SCOPE AND COVERAGE OF WORK

1. Leave

Whether Payment of Encashment of Leave to retiree was based on last drawn gross pay and ordinary leave balance as per the service sheet. Verification to be done from IES also.

2. Liveries

Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment's, shoes etc. is correct and paid without delay.

3. Library

i) Whether expenditure towards subscriptions to Newspapers/financial journals etc.

incurred in accordance with paras 25 to 26 of RBI Expenditure Rules,2018.

ii) Whether a register in Form Gen.066 with separate folios for each journal, gazette etc. Maintained to record their receipt.

iii) What is the annual limit for purchase of books and how it is utilized.

4. Bank's Car

Verification of bills paid to the travel agency in respect of the cars hired by the office.

5. Stationery Section – Please refer to Appendix in Vol. II of DAD Manual

i) Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefore are recorded and approval of the competent authority obtained (para 4).

ii) Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2018 without delay.

iii) Whether the stationery bills are duly certified by AM and paid without delay [para 7(a)].

6. Maintenance of Subsidiary Ledgers –

i) Whether subsidiary charges account ledger, suspense account sundry deposit ledger are maintained as per Manual provisions, entries are duly checked and authenticated by AM / Manager. Verification of all the transactions to be done from CBS.

ii) Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005).

iii) Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT. Whether EFT credit was given to the correct account.

7. THH/VOF:

Whether cash received on account of THH/VOF was duly accounted for. Verification of Rent Realised Account to be done from CBS.

8.Overtime Payment (paras 3.11 to 3.14)

- i) Whether overtime register in Form No. Gen.005 and overtime statement in Form No. Gen-152 are being maintained/complied.
- ii) Whether payment of overtime allowance is made promptly after obtaining sanction from appropriate authority.

9. Conveyance Bills (paras 3.31 to 3.35)

- i) Whether the distance stated in conveyance bill is correct, the point of deviation in order, the mode of transport used appropriate from the point of view of eligibility and the amount claimed and admitted is proper.
- ii) Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms. at headquarters.
- iii) Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose.
- iv) Whether, in cases where employees travel in groups of two or more, endeavour is made, to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity.

10. Out of Pocket Expenses Bills (para 3.30)

- i) Whether the place of duty is beyond 8kms. from the normal place of work.
- ii) Whether there is any lounge/canteen facility of the Bank available or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms. from temporary place of work.
- iii) Whether the officers from Mumbai/Chennai going to ZTC/ Staff College to deliver talks are reimbursed out of pocket expenses.
- iv) Whether out-of-pocket expenses are paid for intervening Sundays/holidays.
- v) Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work.

vi) Whether sliding scale of out-of-pocket expenses was applied after first 45 days except in the case of employees on remittance, inspection or cash verification duty.

11. Tea/Lunch/Dinner/Conveyance Charges Bills (paras 3.27 to 3.29)

i) Whether late sitting/early coming is for approved items of work.

ii) Whether the tea/lunch/dinner charges are admitted as per the prescribed scales and on the basis of the number of hours of detention/early coming.

12. Tax Deducted at Source (TDS)

Whether statutory obligations like deduction of income tax and payment of service tax etc. were invariably met (as per rules /rates in force) and remitted in time; filing of income tax and service tax Returns / Statements is done within due dates.

13. Miscellaneous staff related payments

Whether reimbursement / payments made to staff / officers towards Book Grant Scheme, household help, printing of visiting cards, honorarium, cost of brief case, newspapers, cost of spectacles, Entertainment Allowance etc. were made in accordance with Central Office instructions.

14. Maintenance of Subsidiary Ledgers –

i) Whether subsidiary charges account ledger, suspense account sundry deposit ledger are maintained as per Manual provisions, entries are duly checked and authenticated by AM / Manager. Verification of all the account balances to be done from CBS.

ii) Whether entries in the subsidiary ledgers were checked by the concurrent auditors vis – a – vis the supporting documents and the same were found in order. (DGBA Circular No. 19 dated 08.11.2005).

iii) Whether it was ensured that all payments to staff and outside parties were made by ECS/EFT. Whether EFT credit was given to the correct account.

15. Petty cash / imprest cash

Balance to be verified with reference to petty cash register (para 4.23 of the PD Manual).

16. Sundry Deposit Account

Old outstanding entries to be cleared as early as possible. Comments on outstandings for more than two months.

17. Suspense Account

Old outstanding entries to be cleared as early as possible (comments on outstandings for more than two months).

18. Paid Bills

i) Whether all bills were entered in the inward bills register and were properly scrutinized, necessary pay orders obtained. Promptness in payment of bills is to be seen (para 5.3.10(i) & (iii)).

ii) Scrutiny of paid bills as per Expenditure Rule 2018.

19. Inward Bills register

Maintenance of the inward bills register. Outstanding bills register (para 7.113 of the General Administration Manual 2000) to be maintained and put up to DGM/GM fortnightly.

20. Depreciation

Depreciation is done uniformly in all the offices of the Bank. The present depreciation rates are as follows (DGBA Cir.No.83 dated 3.8.1998):PCs, electronic items, telephones and tele-communications : 33.33%

21. Dead Stock

i) Whether register of recurring expenditure on maintenance of machines is maintained and perused by the appropriate authority at frequent/periodic intervals.

ii) Whether capitalization of dead stock articles was correctly done.

22. Quotations Register

i) Whether Quotations registers are maintained and opened on the due dates without any delay.

ii) Whether Exp. Rules have been followed correctly in respect of various items of expenditure.

23. Disposal of Unserviceable Articles

Whether dead stock articles treated as unserviceable are recorded in the 'Register of Unserviceable Articles' and orders obtained from the Competent Authority for "write-off" for their disposal as per procedure laid down in Para.4.30 of PD Manual.

24. Payment of telephone bills

- i) Bills to be entered in the Inward Bills Register.
- ii) To be posted in Telephone Bill Register in form DAD 085 before effecting payment.
- iii) Sanction for payment of bills to be obtained from the Competent Authority (para 61 of Schedule II to RBI Expenditure Rules, 1983).

25. Rounding off of all internal payments

The amounts covered under reimbursement/recoverable should be rounded off to the nearest rupee.

26. NPS

- i) Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan.
- ii) No. of employees covered under NPS, who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month.
- iii) No. of employees who have obtained PRAN/tagged to RBI, during the month.
- iv) No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month (age-wise details as per Annexure)
- v) Whether periodical visits of the ICICI representatives (POP) is being arranged by the office to attend to the NPS related issued of employees.
- vi) Number of meetings arranged with the POP during the month.

27. Verification regarding regularization of Leave

Verification of the attendance records including CL/SSL of all employees to confirm regularization of leave in the system.

28 Memento

Whether payments are made correctly and mementos are kept in safe custody.

30. Updated Service Sheets

Whether service-sheets are updated and authenticated with all required details?

Alongwith the above, the Concurrent Auditor will need to submit the following certificate in their monthly report:

He /she has carried out 100% check of relevant transactions carried out in the Department and there is 100 % compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.

Instructions in the circular Insp. AMC. No. 1 / 05.07.001 / 2020-21 dated 7 July 2020 have been adhered to.

All financial transactions will be subjected to Concurrent Audit.

Sanctions by authorities referred to in Schedule II to ER 2018 under various heads as specified in Schedule I to ER 2018, subject to the conditions, if any, specified therein and also subject to all the administrative approvals / Central Office instructions as applicable should be subjected to Concurrent Audit and Concurrent Auditors should report irregular sanctions by authorities below the rank of OIC to the OIC and also to Inspection Department and irregular sanction by the OIC to the Inspection Department.)

VII. Checklist of documents to be submitted for the technical bid/evaluation

1. Date of commencement/opening of the Firm
2. If LLP, then the registration certificate mentioning the LLP Number
3. If partnership firm, then the partnership deed.
4. Goods and Service Tax Registration Certificate
5. Firm constitution certificate from ICAI. It should have the seal of the Firm and signed by Authorised person/Firm registration No.
6. Unique Code No.
7. Permanent Account Number (PAN)
8. Experience of the Firm in audits in Banks/RBI - engagement letter or experience certificate may be submitted.
9. Signed Form 1 with 2 appendices
10. Signed Form 2
11. Signed Undertaking accepting the terms and conditions alongwith reporting requirements

VIII.Statutory and Regulatory Compliance Certificate

Certificate No.:

Date:

The General Manager
Reserve Bank of India,
Department of Supervision
World Trade Centre

Sub: - Certificate regarding compliance with the various Statutory/Regulatory requirements

1. This is to certify that Department of Supervision, CO has ----- information to be filed for the Month of -----.

2. The certificate is being issued on the basis of information furnished to me and the same is true to the best of my knowledge.

Thanking you,

Yours faithfully,

**For
FR NO:**

**Sd/-
CA -----
PARTNER-----
M. NO.
UDIN:
PLACE: MUMBAI**

IX. SCHEDULE OF E-TENDER

Item	Description
e-Tender/ e-Quotation no	Appointment of New Concurrent Auditors for the cluster of Department of Supervision and Legal Department for the period January 2021 – September 2021
Mode Of Tender/ Quotation	e-Tendering System (Technical Bid and Price Bid through www.mstcecommerce.com/eprochome/rbi)
Date of NIT available to parties to download	From 11:00AM on November 7 th , 2020
Tender Fees	Nil
Pre-Bid meeting	Queries will be received upto 1600 hrs on November 17th, 2020 on the following email ID: sinnypaul@rbi.org.in prakashvaswani@rbi.org.in
Date of Starting of e-Tender for submission of on line Technical Bid and Financial Bid at www.mstcecommerce.com/eprochome/rbi	From 04.00 PM on November 7 th , 2020
Date of closing of online e-tender for submission of Technical Bid & Financial Bid.	2:00 PM of November 29 th , 2020
Date & time of opening of Part-I (i.e. Technical Bid)	3:00 PM of November 30 th , 2020
Part-II Financial Bid: Date of opening of Part II i.e. price bid shall be informed separately	
Tender opening Event – End Time	3.00 PM of March 31 st , 2021
Transaction Fee	To be charged by MSTC Ltd. Payment of transaction fee will be through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED