



Appointment of Concurrent Auditors for the period October 1, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi

E-tender No.: RBI/NEWDELHI/HRMD/28/22-23/ET/224

Reserve Bank of India, New Delhi, invites E-tenders under Two-Cover Bid (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi from eligible Chartered Accountant Firms.

The appointment of the Concurrent Auditors will be for a period of one year initially i.e. from October 1, 2022 to September 30, 2023. Subsequently the same may be renewed for second and third year subject to annual review of the Concurrent Auditors performance by the Bank.

The applicants should submit their bid, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects as per the prescribed format on or before 04:00 PM on August 11, 2022.

The Part-I (Technical Bid) will be opened electronically on August 12, 2022 at 11:00 AM. 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 documents can be downloaded from the website www.rbi.org.in and www.mstcecommerce.com Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / MSTC portal only. The applicants should regularly check the above website / MSTC portal for any Amendment / Corrigendum / Clarification.

**Regional Director
Reserve Bank of India
New Delhi**

Schedule of Tender (SOT)

Note: This is a limited tender enquiry through MSTC portal. Only category 1 Chartered Accountant firms of Delhi are eligible to participate in this Tender. Bidders are advised to first visit our website www.rbi.org.in through “Tenders” link and check their eligibility. Eligible firms wishing to apply for the tender should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online only.

| | | |
|---|--|--|
| A | E-Tender Number | RBI/NEWDELHI/HRMD/28/22-23/ET/224 |
| B | Mode of Tender | e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi) |
| C | Date of Notice Inviting e-tender available for download on RBI website | July 21, 2022 at 04:00 PM |
| D | Date of Pre-Bid meeting (offline) | July 29, 2022 at 3:00 PM |
| E | Venue of Pre-Bid meeting | HRMD, Reserve Bank of India, 6, Sansad Marg, New Delhi-110001 |
| F | Estimated value of tender (based on minimum remuneration fee) | ₹21,52,320/- for 12 months including GST |
| G | Earnest Money Deposit (EMD) | 2% of the Estimated Cost i.e. ₹43,046/- (Rupees Forty three thousand and forty six only) to be remitted through NEFT only : i. Beneficiary account number: 186003001 ii. IFSC: RBIS0NDPA01 (please read the fifth letter as zero) iii. Beneficiary Name: Reserve Bank of India, New Delhi The proof of having remitted EMD is to be mailed to abccnewdelhi@rbi.org.in latest by August 11, 2022 by 04:00 PM |
| H | Last Date for Submitting EMD | August 11, 2022 by 04:00 PM |

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| I | Transaction fees | Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd. |
| J | Date and time of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi | July 21, 2022, 04:00 PM |
| K | Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid). | August 11, 2022, 04:00 PM |
| L | Date & time of opening of Part-I (Technical Bid) | August 12, 2022, 11:00 AM |
| M | Date of opening of Part-II (Financial Bid) | Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, New Delhi. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them. |

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

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

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above.



Reserve Bank of India

Human Resource Management Department

New Delhi

E-Tender

For

**Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022
to September 30, 2023 by Reserve Bank of India, New Delhi**

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, New Delhi, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor 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 Reserve Bank of India in submitting the e-tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Notice Inviting Tender

(Only through E-Procurement)

Schedule of Tender (SOT)

Note: This is a limited tender enquiry through MSTC portal. Only category 1 Chartered Accountant firms of Delhi are eligible to participate in this Tender. Bidders are advised to first visit our website www.rbi.org.in through “Tenders” link and check their eligibility. Eligible firms wishing to apply for the tender should register themselves with MSTC www.mstcecommerce.com and apply online only.

| | | |
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| C | Date of Notice Inviting e-tender available for download on RBI website | July 21, 2022 at 04:00 PM |
| D | Date of Pre-Bid meeting (offline) | July 29, 2022 at 3:00 PM |
| E | Venue of Pre-Bid meeting | HRMD, Reserve Bank of India, 6, Sansad Marg, New Delhi-110001 |
| F | Estimated value of tender (based on minimum remuneration fee) | ₹21,52,320/- for 12 months including GST |
| G | Earnest Money Deposit (EMD) | 2% of the Estimated Cost i.e. ₹43,046/- (Rupees Forty three thousand and forty six only) to be remitted through NEFT only : i. Beneficiary account number: 186003001 ii. IFSC: RBIS0NDPA01 (please read the fifth letter as zero) iii. Beneficiary Name: Reserve Bank of India, New Delhi The proof of having remitted EMD is to be mailed to abccnewdelhi@rbi.org.in latest by August 11, 2022 by 04:00 PM |

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| J | Date and time of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi | July 21, 2022, 04:00 PM |
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| M | Date of opening of Part-II (Financial Bid) | Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, New Delhi. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them. |

Important Instructions Regarding E-Tender

This is an e-procurement event of Reserve Bank of India, New Delhi. The e-procurement service provider is MSTC Limited. Bidders are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting their online tender.

A) Registration:

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI, New Delhi is not responsible for making such 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/eprochome/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 MSTC/RBI, New Delhi, (before the scheduled time of the e- tender).

Contact persons(MSTC)

MSTC NRO Helpdesk team (Delhi): 011-23212357, 23215163 and 23217850

| | |
|--|---|
| 1) Sh. Setu Dutt Sharma (DM) Mobile No.: 07878055855, Landline No.: 011-23213945 Ext: 301 Email: sdsharma@mstcindia.co.in | 2) Ms. Archana Juneja (DM) Mobile No.: 9990673698 Landline No.: 011-23213945 Email: archana@mstcindia.co.in |
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Contact person (RBI, New Delhi):

Ms. Anshvey Kaintura (Manager)

ABCC, Human Resource Management Department,

Reserve Bank of India,

6, Sansad Marg, New Delhi-110001

Tel: 011-23452107; 8954075456; E-mail Id: anshveykaintura@rbi.org.in

B) 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.
- v) 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

C) Process of E-tender:

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

The 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. 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 making the payment towards 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 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 in E-tender:

a) Vendor(s) need to submit necessary EMD, and Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non-refundable. Earnest Money Deposit for a sum of ₹43,046/- to be received by Reserve Bank of India, New Delhi Account on or before 04:00 PM on August 11, 2022. The account details for NEFT transactions are as follows.

i. Beneficiary Name: Reserve Bank of India, New Delhi

ii. IFSC: RBIS0NDPA01 (please read the fifth and tenth letter as zero)

iii. Account No.: 186003001

- b) **The proof of having remitted EMD is to be mailed to abccnewdelhi@rbi.org.in latest by August 11, 2022 by 04:00 PM.** No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. EMD of the successful bidder will be returned to the Bidder after successful completion of the work after one year. In case of renewal of agreement by the Bank, this EMD will be retained till the currency of the agreement. The EMD will be forfeited in case, the Vendor:
- 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
- c) Transaction fees is non-refundable.
- d) Bids not accompanied by EMD, shall be treated as non-responsive, and will be rejected by the Bank at its discretion.
- e) The process involves Electronic Bidding for submission of Technical and Financial Bid.
- f) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → e- procurement → PSU/Govt. depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.
- g) 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 their Technical bid.
- h) 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 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.

- i) Vendors are instructed to use ‘Attach Doc’ button to upload documents. Multiple documents can be uploaded.
 - j) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
 - k) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
 - l) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - m) 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.
 - n) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - o) 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.
 - p) 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 their 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. No deviation from the technical and financial terms & conditions are allowed.
9. Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize with the system before bidding.

RESERVE BANK OF INDIA
6, SANSAD MARG,
New Delhi-110001

E-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi

Reserve Bank of India, New Delhi (hereinafter called “the Bank”), invites E-tenders under Two-Cover Bid (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi.

The appointment of the Concurrent Auditors will be for a period of one year initially i.e. from October 1, 2022 to September 30, 2023. Subsequently the same may be renewed for second and third year subject to annual review of the Concurrent Auditors performance by the Bank.

The applicants should submit their bid, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects as per the prescribed format on or before 04:00 PM on August 11, 2022.

The Part-I (Technical Bid) will be opened electronically on **August 12, 2022 at 11:00 AM**. 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 documents can be downloaded from the website www.rbi.org.in and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / MSTC portal only. The applicants should regularly check the above website / MSTC portal for any Amendment / Corrigendum / Clarification.

Regional Director
Reserve Bank of India
New Delhi

NOTICE

Inviting E-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi

I. TENDER NOTICE

1. E-tenders are invited under Two-Cover Bid from Category 1 Chartered Accountants Firms registered with ICAI for Delhi State for **Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi**
2. The intending bidders should refer to the 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.
6. In the first stage, the Technical Bids (Part-I) will be opened on **August 12, 2022 at 11:00 AM at RBI, New Delhi. 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 of India.
7. The Financial Bid (Part-II) of only those bidders, who have been short-listed, after evaluation of Technical Bids (Part-I) will be opened. The short-

- listed bidders will be intimated separately regarding the date and time of opening the financial bids.
8. No deviations / conditions shall be stipulated by the bidder in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
 9. Tender would remain open for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender, whichever is earlier.
 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. 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.
 13. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification through e-mail from HRMD, RBI, New Delhi (abccnewdelhi@rbi.org.in) at least ten days before the last date of submission of bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out in writing. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by HRMD, RBI, New Delhi, 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 the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi**. The Tender document comprises of:
 - I. Form 1 (with Appendix 1 & 2)
 - II. Form 2
 - III. Eligibility Criteria
 - IV. Evaluation Criteria (Technical & Financial)
 - V. Terms and Conditions
 - VI. Undertaking
 - VII. Indicative List – Summary of Scope of Work
 - VIII. Detailed Scope of work
 - IX. Format of Agreement

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 their 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 Appendix 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 opening of the Firm | |
| 6) | Goods and Services Tax Identification number (GSTIN) | |
| 7) | Firm registration no. | |
| 8) | Unique Code No. | |
| 9) | Permanent Account Number (PAN) | |
| 10) | Number of Full time FCA partners | |
| 11) | Details of the Partners (as per Appendix 1) | |
| 12) | No. of qualified CAs employed | |
| 13) | No. of Skilled staff- qualified in both the Groups of IPCC | |
| 14) | No. of Semi-skilled staff - qualified in Group I - IPCC | |
| 15) | No. of other Assistants | |
| 16) | Details of Experience of the Firm in audits in banks/RBI (as per Appendix 2) | |

I/We 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 blacklisted by any Government /Semi – Government organization/institution in India or abroad.

**Signature of Authorised Signatory
with Seal of the firm**

Appendix 1 (to Form 1)

Details of the Partners

| Name of the Partner | Date of Becoming | | Date of joining the firm | Membership Number | Educational Qualifications | Experience |
|---------------------|------------------|-----|--------------------------|-------------------|----------------------------|------------|
| | ACA | FCA | | | | |
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Appendix 2 (to Form 1)

Details of experience of the firm in Audit in banks/RBI

| Type of Audit* *Statutory Audit/Concurrent Audit/IS Audit | Name of the Bank | Branch (es) | No. of years engaged | Period of Engagement (From date to date) |
|--|-----------------------------|------------------------|---------------------------------|---|
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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 (including all costs and excluding GST)

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

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

**Signature of Authorised Signatory
with the Seal of the firm**

NOTE: Form-2 above, is only for information/reference. Bidders are advised NOT to submit Form-2 (i.e 'Financial Bid' or Part-II) together with Form-I (i.e 'Technical Bid' or Part-1) on the MSTC portal. If submitted along with the Part-I, such Financial bids will be summarily rejected. Bidders must enter the 'Financial Bid' under the 'Event Catalog' on the MSTC portal.

III. Eligibility Criteria

Reserve Bank of India, New Delhi invites E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 to September 30, 2023 by Reserve Bank of India, New Delhi.

1. The applicant should be a category 1 Chartered Accountant firm registered with ICAI for Delhi to be eligible for appointment as Concurrent Auditor.
2. Applicant should have more than five full time Chartered Accountant employees.
3. The applicant should have more than 15 skilled staff qualified in both groups of IPCC.
4. The applicant should have more than three years of experience in bank audit.
5. The minimum monthly remuneration will be Rs.1,52,000/- (Rupees One lakh and fifty-two thousand) exclusive of GST.
6. The applications indicating less than the minimum monthly remuneration will be rejected out-rightly.
7. Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2022 are NOT eligible for this process. Additionally, the firms that were/ are appointed as Statutory Auditors in the Bank, DICGC and NHB for the years 2020-21 and 2021-22 are not eligible to apply. An undertaking to this effect as given in part VI of the tender document is required to be submitted by the applicant.
8. 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.
9. 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.
10. The applicant or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.
11. The applicant or no partner has been debarred or blacklisted by any Government /Semi – Government organization/institution in India or abroad.

IV. Evaluation Criteria (Technical and Financial)

1. 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 below.
2. 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.
3. Quality, competence and reliability of the firm is of paramount requirement in this tender. The decision of appointment would be made as under:

(i) Only those firms securing 60 or more marks (out of 100) in the Technical bid, will be eligible for the next stage of financial evaluation.

(ii) 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 financial bids. The notification will be sent by electronic mail.

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

(iv) 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.

(v) 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.

Criteria for Technical Evaluation

| Parameters | Marks Range | Max. Marks |
|--|-------------|------------|
| 1) Experience of the firm - No. of years | | 15 |
| less than 10 years | 0 | |
| 10 to 15 years | 10 | |
| Above 15 years | 15 | |
| 2) Full Time Fellow Chartered Accountant (FCA) Partners | | 15 |
| Less than 4 | 0 | |
| 4 to 6 | 10 | |
| Above 6 | 15 | |
| 3) Association with the same firm - No. of Partners | | 10 |
| None | 0 | |
| One partner associated for 10 years or more | 5 | |
| More than one partner associated for 10 years or more | 10 | |
| 4) Key professional staff -Full time CA employees | | 15 |
| 6 to 10 CAs | 10 | |
| More than 10 CAs | 15 | |
| 5) Skilled Staff- Qualified in both the Groups of IPCC - No of staff | | 15 |
| 16 to 20 | 10 | |
| More than 20 | 15 | |
| 6) Experience of the firm in bank audits | | 20 |
| i) As System/IS auditor | | |
| Less than 3 years | 0 | |
| 3 to 6 years | 5 | |
| More than 6 years | 10 | |
| ii) As Concurrent Auditor/Statutory Central/ Branch Auditor | | |
| Less than 3 years | 0 | |
| 3 to 6 years | 5 | |
| More than 6 years | 10 | |
| 7) Past experience in RBI audits and performance assessment by RBI | | 10 |
| As Concurrent Auditor /Statutory Central/Branch Auditor | | |
| Unsatisfactory | up to (-)10 | |

| | | |
|---|----|------------|
| Satisfactory/Good | 5 | |
| Excellent | 10 | |
| Maximum Marks | | 100 |
| <p>*Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2022 are NOT eligible.</p> | | |

Criteria for Financial Bid Evaluation

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

The applications indicating less than the minimum monthly remuneration (i.e. ₹ 1,52,000/- excluding GST) will be rejected out-rightly.

V. Terms & Conditions

1. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards.
2. The applicant must use only the forms downloaded from the website/MSTC portal to apply for this tender. The uploaded tender forms 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.
3. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
4. The remuneration quoted shall be fixed and binding without any escalation whatsoever till one year and on extension of time /renewal.
5. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.
6. The Concurrent Audit firm will be required to deploy minimum prescribed complement of Staff (one Chartered Accountant, six Skilled and two Semi-skilled staff) on daily basis. The skilled staff should have qualified in both the Groups of IPCC (Integrated Professional Competence Course) and the semi-skilled staff at least one group of IPCC and undergoing article training. The team should have working knowledge of computers / systems.
7. The presence of Chartered Accountant/ Partner of the firm, along with the staff deployed, is mandatory in the Office premises, on all working days during working hours. The presence of the above staff would be monitored by the Bank. In normal course, the team deployed by the firm is not to be shuffled, but only under extreme exigency.
8. The appointment will be extendable for further period at Bank's discretion. The appointment will be for the period October 1, 2022 to September 30, 2023. The extension of Contract will be at the discretion of the Bank and at mutually agreed upon terms.

9. **Termination Clause:** Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.
10. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within 7 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.
11. No advance shall be paid. Bill for monthly remuneration may be raised by the Concurrent Auditor on a monthly basis. Except under cases of circumstance beyond the control of the Bank, the payment shall be made within fifteen days and not later than forty-five days of production of bills through NEFT from the date of submission of complete bill. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961 and other applicable taxes. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills.
12. 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.
13. The Bank will not provide any other facility/charges to staff besides suitable sitting space in the office premises. The Concurrent Auditor or their staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to their job. The Concurrent Auditor shall be responsible for taking adequate care of all equipment and materials provided by the Bank.
14. The Concurrent Auditor has to attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract.
15. 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.
16. 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 Concurrent Auditor 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.

17. All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at New Delhi and only Courts in New Delhi shall have the jurisdiction to determine the same.
18. Reserve 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.
19. 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 nondisclosure 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.
20. The firm shall abide by all the laws of the land in respect of Labour Act, PPF, ESI, minimum wages etc. Bank shall not be responsible for any claim on any account for not abiding with these laws. The firm shall give details of the staff (along with the Pass certificates and ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes.
21. The Concurrent Auditor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Concurrent Auditor and the Concurrent Auditor 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 workplace and related issues.

22. 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.

23. Signing of Contract Agreement:

- (i) 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.
- (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 RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement in accordance with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in New Delhi.
- (iv) Notwithstanding the signing of the agreement, the written acceptance by Reserve Bank of a tender in itself shall not constitute a binding agreement between the Reserve Bank and the person so bidding, whether such contract is or is not subsequently executed.
- (v) The selected firm is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising as a consequence of disclosure of any information by it.

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. UNDERTAKING

We, M/s(Name of the firm) having registered office at.....
..... (Address of firm)
are NOT currently Statutory Branch Auditors/ Concurrent Auditors of RBI and have NOT conducted such audits in RBI since September 30, 2020.

Further, we are not currently appointed / were not appointed in the past as Statutory Auditors in DICGC and NHB during the years 2020-21 and 2021-22.

We confirm that in the event of having rendered service in the past in the capacities mentioned above, the cooling period of two years prior has elapsed as on September 30, 2022.

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

Date:

Place:

VII. Indicative List**• Appointment related Information**

a) The Concurrent Audit team should comprise of at least one Chartered Accountant, six Skilled and two Semi-skilled staff. The skilled staff should have qualified both Groups 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.

b) The profile of the audit firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing etc.

c) The appointment of the Concurrent Auditors will be for a period of one year initially i.e., from October 1, 2022 to September 30, 2023. Subsequently the same may be renewed for second and third year subject to annual review of the Concurrent Auditors' Performance by the office.

d) The Concurrent Audit firm has to deploy minimum prescribed complement of Staff (1 Chartered Accountant + 6 skilled staff + 2 semi-skilled staff) in RBI premises on a daily basis.

e) The minimum monthly remuneration would be ₹1,52,000/- (Rupees One Lakh and fifty-two thousand only) all-inclusive but exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of RBI, New Delhi. The remuneration would be fixed for the period of three years and will not be changed on renewal.

f) The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961 and other applicable taxes.

• Scope of Work

a) The Concurrent Auditors will cover the following departments of New Delhi Regional Office:

- i) Rajbhasha Cell
- ii) Information & Technology Cell
- iii) Zonal Training Centre

- iv) Protocol & Security Cell
- v) Financial Inclusion & Development Department
- vi) Estate Department
- vii) Department of Payment Settlement System
- viii) Foreign Exchange Department
- ix) Department of Statistical Information Management
- x) Department of Supervision
- xi) Human Resource Management Department
- xii) Issue Department
- xiii) Office of Banking Ombudsman
- xiv) Department of Economic and Policy and Research
- xv) Central Establishment Section
- xvi) Banking Department
- xvii) Consumer Education and Protection Cell
- xviii) Enforcement Department
- xix) Legal Cell
- xx) Foreign Exchange Department, CO Cell
- xxi) Project Management Cell (North Zone)

b) On an average the number of vouchers to be checked by Concurrent Auditors on a monthly basis would be 800. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the office / department.

c) Concurrent Auditors 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.

d) Concurrent Auditors 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.

e) Concurrent Auditors should undertake the scrutiny of vouchers with particular reference to following aspects:

- i. Adherence to Bank's Expenditure Rules
- ii. Narration and accounting under the proper head of accounting
- iii. correct accounting of revenue and capital nature of expenditures.
- iv. Maintenance of all relevant accounts (Such as RBI Gen A/C, SGL, supporting Records / Registers etc.) as per prescribed norms.
- v. Inter office Reconciliation A/c, Adjustments A/c.
- vi. Reconciliation and monitoring of Charges A/c at monthly interval.
- vii. Calculation of claims of agency commission.

f) The detailed synopsis /checklist for Concurrent Auditors is enclosed as [Annex-B](#). 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.

g) Concurrent Auditors should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the respective Department.

h) Concurrent Auditors are required to identify deficiencies noticed, if any for spot rectification.

i) Concurrent Auditors are expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.

j) Concurrent Auditors 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 Bank.

k) Concurrent Auditor's functions as specified above may be enlarged at a future date as per the requirement of the Office.

l) The Concurrent Auditor shall assist Bank's staff in determination of all statutory taxes and returns thereof. The firm will provide professional guidance on matters related to GST/ any other taxes and ensure and certify accuracy of data before filing of GST/ any other tax returns.

- **Reporting requirements**

- a) Monthly audit report and certificate should be submitted in the format prescribed by the Bank by 10th of subsequent month.
- b) Monthly Audit Report should indicate item-wise action points on the financial and nonfinancial (major and other) action paras.
- c) 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.
- d) Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
- e) Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Regional Director / Officer-in-Charge by recording a special note.
- f) Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- g) Major irregularities / frauds/ leakages in income, if any identified should be brought to the notice of in charge of auditee office, concerned Central Office Department and Inspection Department.
- h) Furnishing a monthly certificate to the effect that Concurrent Auditors have carried out 100% check of relevant transactions and there is 100 % compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.

**VIII. Detailed Scope of Work / Synopsis for Concurrent Auditors to Undertake
Audit of Reserve Bank of India, New Delhi**

Note: The scope/areas of the Concurrent Audit detailed below, are subject to revision from time to time and the Concurrent Auditors will be required to audit other items of work which may be included in the scope of the Concurrent Audit, as per the instructions of the Bank during the year.

The Concurrent Auditors will undertake:

1. Concurrent audit of Books of Accounts, Records, Registers, Periodicals, Central Office prescribed Control Returns and Statements etc. at the Bank.
2. An index of areas (Scope of Audit) on which Concurrent Auditor firm may draw monthly audit scrutiny report will be given at the time of appointment. The Concurrent Audit firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office audited in their report. The Concurrent Audit firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The Concurrent Auditors will obtain and familiarise themselves with:
 - i) All the items of audit areas of Inspection Department's Check-list provided by the Bank.
 - ii) Updated copy of General Administration Manual, Banking Department Manual, and Premises Department Manual available at the respective Office of the Bank to be audited.
 - iii) All the relevant copies of Master Circulars issued by the Human Resource Management Department (HRMD), Central Office and other Central Office Departments. The Audit firm will also arrange to make reference to the Central Office Circulars incorporated in the annexures attached to the respective Master Circular issued by Central Office at the respective Auditee Office of the Bank.
 - iv) Copy of Bank's Expenditure Rules and Department of Government and Bank Accounts (DGBA), Central Office circular addressed to all the CODs/RO's/Training Institutions on the eve of last Annual Closing of Bank's Accounts.

4. The Concurrent Auditor will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office to be audited.
5. All financial transactions of all the departments including Office of Banking Ombudsman, irrespective of their value, will be covered under concurrent audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/procedures with particular reference to following:
 - i) Bank's Expenditure Rules.
 - ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure.
 - iii) Sanctioning authority with reference to cadre wise delegated powers.
 - iv) Correctness of the postings of transactions in the respective accounting packages/Posting of day's voucher in the Manual prescribed Charges A/C. Register (DAD 081) and/or in the computer system duly checked/authenticated under the initials of dealing officers.
 - v) General Ledger Accounts/Subsidiary General Accounts/Supporting Records/Registers as prescribed are drawn and properly maintained under the signature/s of the Dealing/Supervising Officials.
 - vi) Concurrent Auditor will bring to the notice of In-Charge of the Department/office, in writing, any deviation/ irregularity/ lacunae noticed in (i) to (v) above inconsistent with Bank's Expenditure Rules/Bank's 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.
6. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
 - (i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme)
 - (ii) Claims settled under Medical Assistance Fund A/C
 - (iii) All Dental treatment and other medical claims
 - (iv) Basic Pension, Commutation of Pension and other calculations related to pension, Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in

the audit period. Tax calculation and Bank/Employee's share in the remittable tax liability on the Superannuation dues payable etc.

- (v) 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.
- (vi) Annual increment of staff/Re fixation of pay in the Promotional Grade.
- (vii) All foreign tour bills.
- (viii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
- (ix) All payments of rents, taxes, water charges, etc.
- (x) All payments made to vendors/ suppliers / service providers.
- (xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries

7. Concurrent Auditor will certify the correctness of (i) maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ratio (CRR) by banks and (ii) calculation of penal interest for any shortfall in CRR/SLR.

8. Concurrent Auditor will certify the correctness of interest payments on the eligible CRR balances maintained by the banks.

9. 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.

10. The Audit of expenditure incurred at Banking Ombudsman Offices of the Bank should be confined to the audit of bills of RBI staff and Banking Ombudsman only.

11. Apart from completing 100% check of above transactions-based Vouchers/ Claims/ Bills etc., Concurrent Auditor will examine/scrutinise following –

- (i) Monthly Scrutiny of Petty Cash A/c and reversal of outstanding balance of Petty Cash A/c.
- (ii) Surprise audit check of Cheque Books/ Stamps/ Franking Machine balance and other valuables held under the joint custody of officials, as per C.O. guidelines/ Manual Provisions carried out by the auditee officials. Concurrent Auditors will undertake the same at least once in a half year.
- (iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.

- (iv) 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 one/ two months will be enclosed and commented in the reports.
- (v) Reconciliation and monitoring of Charges A/c at monthly and quarterly rests. Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.
- (vi) Concurrent Auditors should verify the entries in the system with reference to the actual transactions/sanctions.
- (vii) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/c s with outstanding SGL/GL balance and 'C' Registers (for Housing Loan accounts).
- (viii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc. strictly in conformity with the DGBA, C.O. guidelines.
- (ix) 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 etc, as per the requirement of the Bank.
- (x) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
- (xi) Concurrent Auditor will ensure that there is no leakage of Interest, Exchange, Commission, Discount etc in the Bank's Income Account of the Bank audited and that the delegates at the Bank's concerned office does/do not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned O-IC/CGM/RD/Principal for immediate action/rectification.
- (xii) Checking of the insurance of Bank's properties.

- (xiii) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.
- (xiv) Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.
- (xv) **Taxation:**
 - a) The Concurrent Auditor should check and confirm the correctness of tax deducted at source (as to rate applied, time of deduction and time of remittance etc.) and also confirm the timely filing of returns by the office.
 - b) The Concurrent Auditor should assist Bank's staff in determination of all statutory taxes and returns thereof. The firm will provide professional guidance on matters related to GST/any other taxes and ensure and certify accuracy of data before filing of GST/any other tax returns.
 - c) 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.
 - d) Tax deduction or collection at source and timely filing of returns. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100% verification of the returns prior to them being filed.

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

13. Concurrent Auditor should verify the adherence to guidelines of NEFT.

14. Concurrent Auditor will submit a Monthly Audit Report to the Regional Director of the concerned audited office of the Bank and incorporate comments on the compliance position of the audit irregularities or otherwise in the subsequent report.

15. A certificate regarding the under noted instructions are to be furnished to our 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 Regional Director will be reported to the Regional Director and also to Inspection Department and all irregular sanctions by the Regional Director will be reported to the Inspection Department directly by the Concurrent Auditors. In case no irregularity is observed,

a "NIL" statement will be sent by the Concurrent Auditors to the Inspection Department.

b) Financial powers exercised by the Regional Director will be reported by the Concurrent Auditors to the Inspection Department.

c) The Concurrent Auditors should indicate whether the exercise of financial sanction/ financial powers by the Officers of the Bank and the Regional Director are as per the revised Reserve Bank of India Expenditure Rule 2018.

16. Concurrent Auditors should verify the entries in the subsidiary book with reference to the actual transactions/sanctions. This would bring out if any fraudulent transaction has been sent to DAD and subsidiary books have been manipulated.

17. Verification of the calculations of penalties for default in maintenance of CRR/SLR by SCB/ DCCBs.

18. Verification of capitalisation transactions of dead stock items by the departments.

19. Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.

20. Certifying half yearly/annual closing account statements to be submitted to Central Office by the RO.

21. To check the PRAN related work whether the employees attached to NDRO have obtained PRAN

22. To check whether periodical visits of Stockholding Corporation of India Limited representatives are arranged by the office to attend to NPS related issues of the bank employees.

IX. Format of AGREEMENT between RBI & Concurrent Auditor appointed for the period October 1, 2022 to September 30, 2023

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| <p>This agreement is made on this ----- -- between the Reserve Bank of India, having its Regional Office at New Delhi (hereinafter called the 'Bank' which expression shall, where the context so admits include its Successors and Assigns) of the ONE PART AND Name of the firm having its registered office at(hereinafter called the 'Firm' which expression shall, where the context so admits include its Successors and Assigns) of the SECOND PART.</p> | <p>यह करार ----- को किया गया जिसमें भारतीय रिज़र्व बैंक, जिसका क्षेत्रीय कार्यालय ----- में है (जिसे इसके बाद "बैंक" कहा जाएगा एवं इस अभिव्यक्ति में संदर्भानुसार उनके उत्तराधिकारी तथा समनुदेशिती शामिल होंगे) इसका एक पक्ष है और दूसरा पक्ष ----- है जिसका पंजीकृत कार्यालय में है (इसके बाद इसे 'फर्म' कहा जाएगा, जब तक कि इस संदर्भ से अन्यथा न हो, इसके वारिस, प्रशासक, निष्पादक और कानूनी प्रतिनिधि शामिल समझे जाएंगे)।</p> |
| <p>In this Agreement, unless the context requires otherwise, words denoting any gender shall include all genders and words denoting the singular shall include the plural and vice versa.</p> | <p>इस करार में जब तक अन्यथा संदर्भ अपेक्षित न हो तब तक किसी भी लिंग में सभी लिंग शामिल समझे जाएंगे एवं एकवचन वाले शब्दों में बहुवचन एवं इसका विपरीत समझा जाएगा</p> |
| <p>WHEREAS, the Bank had, vide e-tender No.dated, invited bids for appointment of Concurrent Auditors for the year 2022-23 and the Firm had submitted its Bid in response to the said e-tender.</p> <p>WHEREAS, after duly following the e-tender process, the Firm has been selected as the successful Bidder and the Firm has accepted the offer of the Bank as per the terms and conditions of the e-tender.</p> <p>AND WHEREAS the parties have agreed to enter into an agreement herein contained.</p> | <p>जबकि, बैंक ने वर्ष 2022-23 के लिए ई-निविदा संख्यादिनांक के माध्यम से समवर्ती लेखा परीक्षकों की नियुक्ति के लिए बोलियां आमंत्रित की थीं और फर्म ने उक्त ई-निविदा के जवाब में अपनी बोली प्रस्तुत की थी।</p> <p>जबकि, ई-निविदा प्रक्रिया का विधिवत पालन करने के बाद, फर्म को सफल बोलीदाता के रूप में चुना गया है और फर्म ने ई-निविदा के नियमों और शर्तों के अनुसार बैंक के प्रस्ताव को स्वीकार कर लिया है।</p> <p>और जबकि दोनों पक्ष यहां उल्लिखित करार करने को सहमत हैं।</p> |

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| <p>NOW THESE PRESENT WITNESS AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES TO THESE PRESENT AS FOLLOWS:</p> | <p>अब इन उपस्थित साक्षियों की मौजूदगी में एवं दोनों पक्षों द्वारा इन उपस्थित की मौजूदगी में इस पर सहमत हैं एवं निम्नानुसार घोषणा करते हैं:</p> |
| <p>1. The contract shall be valid for a period of one-year w.e.f. October 1, 2022 till September 30, 2023.</p> | <p>1. यह संविदा एक वर्ष की अवधि के लिए 01 अक्टूबर 2022 से 30 सितंबर 2023 के लिए होगा।</p> |
| <p>2. That the scope of work is specified in the e-tender document No. ----- dated ----- along with the indicative list (enclosed as Annex 'A') and in the synopsis to undertake audit of the Bank (enclosed as Annex 'B'). Both these documents shall be treated as part and parcel of this agreement. The Firm shall comply with all the terms and conditions contained in the tender documents, which shall be treated as part and parcel of this agreement and forms integral part of this agreement, and also the following:</p> | <p>2. कि कार्य का दायरा ----- के ई-निविदा दस्तावेज संख्या ----- के साथ जारी की गयी सांकेतिक सूची (अनुलग्नक 'ए' के रूप में संलग्न) और बैंक की लेखापरीक्षा करने का सार (अनुलग्नक 'बी' के रूप में संलग्न), में निर्दिष्ट किया गया है। इन दोनों दस्तावेजों को इस करार का हिस्सा/आंतरिक भाग माना जाएगा। फर्म को निविदा दस्तावेजों में निहित सभी शर्तों, जिन्हे इस करार का आंतरिक अंग माना जायेगा, का पालन करना होगा तथा निम्नलिखित का भी पालन करना होगा:</p> |
| <p>3. The Firm will submit their bills to the Bank on monthly basis for release of payment by the Bank. Except under cases of circumstances beyond the control of the Bank, the payment of bills will be made within fifteen days and not later than forty-five days of production of bills. Payments will be made through electronic mode, after deduction of income tax and other applicable taxes.</p> | <p>3. फर्म, बैंक द्वारा भुगतान निर्गत करने के लिए मासिक आधार पर अपना बिल बैंक को प्रस्तुत करेगा। सिवाय उन परिस्थितियों के जो बैंक के नियंत्रण के बाहर हो, बिल प्रस्तुत करने के पंद्रह दिन के अंदर अथवा अधिकतम पैंतालीस दिन में बिल का भुगतान किया जाएगा। भुगतान आयकर और अन्य लागू करों की कटौती के बाद इलेक्ट्रॉनिक रूप से किया जाएगा।</p> |
| <p>4. That the Firm shall indemnify and shall keep indemnified the Bank from and against all costs, losses, damages, claims, proceedings and liability, arising from any</p> | <p>4. कि फर्म या उनके प्रतिनिधि/एजेंटों द्वारा इस अनुबंध के तहत फर्म के दायित्व या प्रतिनिधित्व में किसी भी उल्लंघन से उत्पन्न या किसी भी लापरवाही या जानबूझकर किए गए चूकपूर्ण कार्य से उत्पन्न सभी लागत, क्षति, नुकसान, दावों, कार्यवाही और दायित्व</p> |

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| breach of any of the Firm's obligation or representations under this Agreement or any negligence or wilful act or omission by the Firm and or their representative/agents. | की क्षतिपूर्ति बैंक को करेगा और उसे क्षतिपूर्ति रखेगा। |
| 5. That the whole of the works included in the contract shall be executed by the Firm and the Firm shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Bank to grant such permission shall be final and binding on the Firm. | 5. अनुबंध में शामिल सभी कार्यों को फर्म द्वारा निष्पादित किया जाएगा और फर्म प्रत्यक्ष या अप्रत्यक्ष रूप से अनुबंध या उसका कोई भाग, शेयर या हिस्से को बैंक की लिखित सहमति के बिना स्थानांतरित नहीं कर सकता। उपरोक्त के बावजूद, बैंक द्वारा ऐसी अनुमति देने का निर्णय अंतिम और प्रथम पक्ष पर बाध्यकारी होगा। |
| 6. 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 by the Firm for providing services to RBI. | 6. फर्म आरबीआई को सेवाएं प्रदान करने के लिए फर्म द्वारा तैनात व्यक्तियों से संबंधित सभी केंद्रीय और राज्य कानूनों, विभिन्न करों (आयकर, बिक्री कर, सेवा कर आदि), श्रम और औद्योगिक कानूनों जैसे न्यूनतम मजदूरी, मुआवजा, ईपीएफ, बोनस, ग्रेच्युटी आदि के प्रावधानों के अनुपालन के लिए पूरी तरह जिम्मेदार होगी। |
| 7. All disputes and differences of any kind under the agreement shall be referred to the sole arbitrator i.e. Regional Director, Reserve Bank of India, New Delhi and his decision in writing, shall be final and binding on the CA firm. However, for any dispute/issue arising out of, or in way connected with the appointment of the Firm, not settled through arbitration, shall be deemed to have arisen at New Delhi and only Courts in New Delhi shall have the jurisdiction to determine the same. Alternate settlement modes can be used for settling any legal dispute with mutual consent only. | 7. इस करार के तहत किसी भी तरह के विवाद एवं मतभेद को एकमात्र मध्यस्थ यानि क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, नई दिल्ली के पास भेजा जाएगा एवं लिखित रूप से दिया गया उनका आदेश अंतिम तथा संविदाकार पर बाध्यकारी होगा। तथापि, फर्म की नियुक्ति से उत्पन्न या नियुक्ति से किसी भी प्रकार से जुड़ा कोई विवाद/ मुद्दा यदि मध्यस्थता के माध्यम से नहीं सुलझता है तो इसे नई दिल्ली में उत्पन्न विवाद माना जाएगा और केवल नई दिल्ली में स्थित न्यायालयों के पास इसे निर्धारित करने का क्षेत्राधिकार होगा। निपटान के तरीकों का प्रयोग केवल आपसी सहमति से ही होगा। मध्यस्थ द्वारा दिया गया निर्णय अंतिम तथा दोनों पक्षों पर बाध्यकारी होगा। |

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| <p>The award passed by the Arbitrator shall be final and binding on the both the parties.</p> | |
| <p>8.i) The Firm shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee 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".</p> <p>ii) Any complaint of sexual harassment from any aggrieved employee of the Firm against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p> <p>iii) The Firm shall be responsible for any monetary compensation that may need to be paid in case the incident involving the employees of the Firm, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the Firm is proved by the Committee.</p> <p>iv) The Firm shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.</p> <p>v)The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.</p> | <p>8.i) "कार्यस्थल पर महिलाओं का यौन उत्पीड़न (रोकथाम, निषेध और निवारण (अधिनियम, 2013" के प्रावधानों के पूर्ण अनुपालना के लिए फर्म को पूरी तरह से जिम्मेदार माना जाएगा। यदि बैंक परिसर में इसके कर्मचारियों के विरुद्ध यौन उत्पीड़न कि कोई शिकायत आती है तो फर्म द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत फ़ाइल की जाएगी तथा फर्म को इस शिकायत के संबंध में इस अधिनियम के तहत समुचित कार्रवाई सुनिश्चित करना चाहिए।</p> <p>ii) बैंक कर्मचारी के विरुद्ध फर्म के किसी पीड़ित कर्मचारी की यौन उत्पीड़न संबंधी कोई शिकायत प्राप्त होने पर बैंक द्वारा गठित क्षेत्रीय शिकायत समिति इस मामले का संज्ञान लेगी।</p> <p>iii) घटना में फर्म के कर्मचारी का हाथ होने पर यदि मौद्रिक क्षतिपूर्ति के भुगतान की आवश्यकता पड़ने पर जिम्मेदारी संविदाकार की होगी, उदाहरणार्थ संविदाकार के कर्मचारी द्वारा यौन हिंसा सिद्ध होने पर बैंक की कर्मचारी को मौद्रिक राहत।</p> <p>iv)कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दों के बारे में अपने कर्मचारियों को शिक्षित करने को जिम्मेदारी फर्म की होगी।</p> <p>v) फर्म, बैंक परिसर में नियोजित होने वाले अपने कर्मचारियों की पूर्ण एवं अद्यतन सूची उपलब्ध कराएगा।</p> |

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| <p>9. 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.</p> | <p>9. इस करार के तहत किसी भी पक्ष पर किसी बाध्यता को पूरा करने में असफल रहने की कोई देयता या ज़िम्मेदारी तब तक एवं उस स्तर तक नहीं होगी जब बाध्यता को पूरा करने में किसी अप्रत्याशित बाधा (फोर्स मेज्योर) के कारण रुकावट, विघ्न या विलंब हुआ हो।</p> |
| <p>10. The Firm 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 Firm 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 Firm shall treat the details of the agreement as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Firm 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 Firm 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 obligation of the Firm and its employees with respect to non-disclosure and confidentiality shall survive the expiry or</p> | <p>10. फर्म प्रत्यक्ष अथवा अप्रत्यक्ष रूप से, किसी तृतीय पक्ष के समक्ष कोई भी जानकारी, सामग्री और बैंक के बुनियादी ढांचे/ प्रणाली/ उपकरण आदि का खुलासा नहीं करेगा जो इस करार के संबंध में अपने संविदा गत दायित्वों के निर्वाहन के दौरान फर्म की जानकारी या अधिकार क्षेत्र में आते हैं वह यह दृढ़ विश्वास हमेशा बनाए रखेगा। इसके अंतर्गत दायित्वों एवं कानून के अनुपालन के लिए आवश्यक सीमा तक इसके बारे में बताने के अलावा फर्म संविदा संबंधी विवरण को निजी और गोपनीय मानेगा। फर्म, बैंक की पूर्व लिखित सहमति के बिना, किसी भी व्यापार अथवा तकनीकी समाचार पत्र में या अन्य जगहों पर किए गए कार्यों के विवरण प्रकाशित नहीं करेगा। किसी भी गोपनीय जानकारी के प्रकट होने के परिणामस्वरूप बैंक को हुई किसी भी हानि के लिए फर्म, बैंक को क्षति पूरित करेगा। उक्त के अनुपालन में असफल होने पर फर्म की ओर से संविदा समाप्त समझी जाएगी और बैंक नुकसानों के दावे करने और विधिक उपाय अपनाने के लिए पात्र होगा। संविदाकार अपने कर्मचारियों के संबंध में सभी उचित कार्रवाई करेगा ताकि इस करार के तहत गोपनीय जानकारी के गैर प्रकटीकरण के दायित्व को पूर्णतः पालन सुनिश्चित किया जा सके। गैर-प्रकटीकरण और गोपनीयता के संबंध में फर्म और उसके कर्मचारियों का दायित्व, चाहे कोई भी कारण हो, इस समझौते की समाप्ति तक बना रहेगा।</p> |

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| <p>termination of this agreement for whatever reason.</p> | |
| <p>11. The Bank reserves the right to extend the contract for further period, not exceeding three years in total including the period of this contract, at the discretion of the Bank and on terms mutually agreed upon. However, the remuneration of the Firm would be fixed for the period of three years and will not undergo change on renewal of contract, if any. The Contract may be terminated by either of the parties by giving three months' notice in writing of such termination to the other party. If the Firm fails to carry out any of his obligations/duties, in terms of the Agreement or violates any general instructions and special conditions, the contract may be terminated by the Bank without assigning any reason.</p> | <p>11. बैंक को यह अधिकार है कि वह आपसी सहमति से तय शर्तों पर आगे की अवधि, इस करार की अवधि सहित कुल तीन वर्षों से अधिक नहीं, के लिए संविदा को और विस्तार दे सके। तथापि, फर्म का पारिश्रमिक तीन साल की अवधि के लिए तय किया जाएगा और अनुबंध के नवीनीकरण, यदि कोई, पर फर्म के पारिश्रमिक में कोई बदलाव नहीं होगा। इस संविदा को दोनों में से कोई भी पक्ष लिखित रूप से तीन महीनों का नोटिस देकर निरस्त कर सकता है। यदि इस करार की किसी भी शर्त के तहत फर्म अपनी किसी भी बाध्यता/ड्यूटी को पूरा करने में असमर्थ रहता है या किसी सामान्य शर्त या विशेष शर्त का उल्लंघन करता है तो बैंक बिना कोई कारण बताए इस करार को निरस्त कर सकता है।</p> |
| <p>12. The monthly remuneration would be ₹-- ----- (Rupees ----- only) exclusive of GST. The remuneration would be paid after deduction of Income tax at source @10% of remuneration at present, or as applicable from time to time in terms of Section 194 J of the Income Tax Act, 1961 and the Bank will issue TDS certificate for such deduction. Surcharge, on Income Tax, as applicable from time to time will be deducted at source. 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 the GST provisions while making payment of the monthly remuneration.</p> | <p>12. मासिक पारिश्रमिक ₹ _____ (_____ मात्र) जी.एस.टी से अतिरिक्त होगा। पारिश्रमिक का भुगतान वर्तमान में पारिश्रमिक के 10% की दर से स्रोत पर आयकर की कटौती के बाद किया जाएगा, या समय-समय पर जिस दर पर आयकर अधिनियम, 1961 की धारा 194J के अनुसार लागू होगा और बैंक ऐसी कटौती के लिए टीडीएस प्रमाणपत्र जारी करेगा। समय-समय पर लागू आयकर पर अधिभार, स्रोत पर काटा जाएगा। कोई भी अतिरिक्त अधिभार/कर (समय-समय पर लागू) भी काटा जाएगा। मासिक पारिश्रमिक का भुगतान करते समय बैंक द्वारा जीएसटी प्रावधानों के अधीन लागू दर से जीएसटी पर टीडीएस की कटौती भी की जाएगी।</p> |

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| 13. This Agreement shall be executed in duplicate. The original shall be retained by the Bank and the duplicate by the Firm. | 13. यह करार दो प्रतियों (डुप्लीकेट) में निष्पादित किया जाएगा। मूल प्रति बैंक के पास बैंक के पास रहेगी एवं डुप्लिकेट प्रति फर्म के पास रहेगी। |
| IN WITNESS WHEREOF the parties have caused their common seal to be affixed to these presents and a duplicate hereof, the day and year first hereinabove written. | साक्ष्य के रूप में दोनों पक्षों के दो प्रतियों में अपनी कॉमन मुहर लगाकर इन उपस्थित प्रतिनिधियों ने ऊपर लिखित दिन व वर्ष को हस्ताक्षरित किए हैं। |

| बैंक की ओर से On behalf of the Bank | | फर्म की ओर से On behalf of the Firm | |
|--|--|--|--------------------|
| हस्ताक्षर Signature | | हस्ताक्षर Signature | |
| नाम Name | | नाम Name | |
| पदनाम Designation | | पदनाम Designation | साझीदार Partner |
| बैंक की मोहर Bank's seal | | फर्म की मोहर Firm's seal | |
| साक्षी के हस्ताक्षर Witness's signature | | साक्षी के हस्ताक्षर Witness's signature | |
| साक्षी का नाम Witness's name | | साक्षी का नाम Witness's name | |