



E-tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 at Reserve Bank of India, Jaipur

Reserve Bank of India, Jaipur invites e-Tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 at Reserve Bank of India, Jaipur. The tendering would be done through the e-Tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprochome/rbi>). All the eligible firms /companies must register themselves with MSTC Ltd to participate in the tendering process. The Schedule of e-Tender is as follows:

a. e-Tender Name	Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 at Reserve Bank of India, Jaipur
b. e-Tender no	RBI/Jaipur/HRMD/29/22-23/ET/227
c. Estimated yearly remuneration	₹.9,84,000/- (Exclusive of GST)
d. Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
e. Date of NIT available to parties to download	July 22, 2022, 12 PM
f. Earnest Money Deposit	₹19,680 (Rs. Nineteen thousand six hundred eighty only) through NEFT. Account details for depositing EMD- IFSC Code – RBIS0JPPA01 Current A/c number – 186003001 (Fifth and Tenth digits in IFSC code is zero) All bidders need to submit EMD.
g. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	July 22, 2022 at 12 PM
h. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	August 12, 2022, 12 PM
i. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date & Time of opening of Part- II (i.e. Price Bid)	August 12, 2022, 3 PM Date and time of opening of Price Bid will be informed separately to all the eligible bidders later through email.
j. Transaction Fee	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd

Please note that there is no tender fees to download the tender document from Portal.

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 candidature.

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the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

**Regional Director
Reserve Bank of India
Jaipur**



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग



**Appointment of Concurrent Auditors for the year 2022-23
w.e.f. October 01, 2022 at Reserve Bank of India, Jaipur**

Part I

Techno-Commercial Bid

**Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022
at Reserve Bank of India, Jaipur**

Reserve Bank of India, Jaipur, (herein after referred to as 'the Bank') invites Applications from Category-I CA eligible firms for Appointment of Concurrent Auditors for a period up to one year i.e., from October 01, 2022, to September 30, 2023, (extendable on annual basis for two more years, subject to satisfactory performance to be evaluated by the Bank) for its Regional Office, Jaipur.

The Tendering will be done through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprochome/rbi>). Interested tenderers must register themselves with MSTC Ltd. through the above-mentioned website to participate in the tendering process. The Tender document can be downloaded from both RBI website www.rbi.org.in under tender section and www.mstcecommerce.com. The deadline for submission of online Applications on MSTC Portal is as indicated in the schedule of Tender. Applications received after the deadline will not be accepted.

The Tenderer should check the above website/e-portal for any Amendment/ Corrigendum/Clarification before submitting the bid. The Bank shall have the right to cancel / modify the Tender and extend the deadline for submission of Tender. Further, the Bank reserves the right to accept or reject any application, or all the offers without assigning any reason thereof.

**क्षेत्रीय निदेशक/ Regional Director
भारतीय रिज़र्व बैंक/Reserve Bank of India
जयपुर /Jaipur**

DISCLAIMER

Reserve Bank of India, Jaipur, (herein after referred to as 'the Bank') has prepared this document to give background information to the interested parties to bid for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022 for Reserve Bank of India, Regional Office, Jaipur. The appointment of the Concurrent Auditors (CAs) will initially stand for the period from October 01, 2022 to September 30, 2023. However, the appointment may be renewed for a second (October 01, 2023 to September 30, 2024) and third year (October 01, 2024 to September 30, 2025) respectively on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the CA.

While the Bank has taken due care in the preparing the information contained herein, and believes it to be in order, neither the Bank nor any of its authorities or agencies, or any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document, or any information which may be provided in association with it.

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

The Bank reserves the right to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities submitting their application.

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Schedule of Tender (SOT) (Only through e- Procurement)

Note: This is a limited tender enquiry through MSTC portal. Only Category-1 CA firms in Rajasthan are eligible to participate in this Tender. Bidders are advised to first visit the Bank's website <https://www.rbi.org.in> through "Tenders" link to check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply only through online mode.

A	e-Tender No.	RBI/Jaipur/HRMD/29/22-23/ET/227
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 at RBI website	July 22, 2022 at 12:00 PM
D	Date of Pre-Bid meeting (offline) & Last date for seeking clarification through e-mail. (about the meaning of anything contained in the Tender document)	August 01, 2022 at 2:30 PM
E	Venue of Pre-Bid meeting	Reserve Bank of India, Rambagh Circle, Tonk Road, Jaipur, 302004
F	Estimated value of tender	₹9,84,000/- (exclusive of GST)
G	Earnest Money Deposit (EMD)	2% of the Estimated Cost i.e. ₹19,680/- (Rupees Nineteen Thousand Six Hundred and Eighty only) to be remitted through NEFT only . i. Beneficiary Current Account no: 186003001 ii. IFSC Code: RBIS0JPPA01 (please read the fifth and tenth letters as zero) iii. Beneficiary Name: Reserve Bank of India, Jaipur The proof of having remitted EMD is to be uploaded on MSTC portal and proof of remittance with transaction number (scanned copy) is to be forwarded to abccjaipur@rbi.org.in before 12.00 PM, August 12, 2022. MSME bidders also need to pay the EMD.
H	Transaction fees (Important Note: Please note that firms will have access to e-tender only after receipt of Transaction fee)	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd.
I	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 22, 2022, 12:00 PM
J	Last date of availability of e-tender on website	August 12, 2022, 12:00 PM
K	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid)	August 12, 2022, 12:00 PM

L	Date & time of opening of Part-I (Technical Bid)	August 12, 2022, 3:00 PM
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 the Bank. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through the valid email-ID given by them.
N	Contact Details	<p>Contact person (RBI, Jaipur):</p> <p>Shri Babliish Joshi (Assistant General Manager) Audit Budget and Coordination Cell Human Resource Management Department Reserve Bank of India, Jaipur Telephone: 0141-2577946 Email ID: abccjaipur@rbi.org.in; babliishjoshi@rbi.org.in</p>

NOTICE INVITING TENDER

Inviting tender for Appointment of Concurrent Auditors for the year 2022-23 w.e.f. October 01, 2022, to September 30, 2023, at Reserve Bank of India, Jaipur

1. e-tenders are invited under Two-Cover Bid from Category I Chartered Accountant Firms in Rajasthan, for Appointment as Concurrent Auditors (CAs) for the year 2022-23, w.e.f. October 01, 2022, to September 30, 2023, at the Bank. The firms which are currently Statutory Branch Auditors/ Concurrent Auditors / GST Auditors of the Bank, and those firms which have conducted such audits in the Bank in the past but at least two years have not elapsed since the completion of such assignment, as on July 21, 2022, are not eligible to apply. An undertaking to this effect in the format enclosed in the tender document is required to be submitted by the firm.
2. The intending bidders should refer scope of work, indicative list of appointment related information, evaluation criteria, eligibility criteria, forms and terms and conditions mentioned in the tender before submitting the bid.
3. Before submitting the tender, the bidders shall satisfy themselves as to the eligibility and other criteria prescribed therein. It shall also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. In the first stage of the process, the Technical Bids (Part-I) will be opened at **3:00 PM on August 12, 2022, at RBI, Jaipur. The bid submitted by any bidder who has not complied with one or more of the condition(s) prescribed in the eligibility criteria and terms and conditions will be summarily rejected.** Subsequently, the selected technical bids will be evaluated as per the methodology given in the evaluation criteria. Decision in this regard will be at the sole discretion of the Bank.
5. Interested bidders shall upload the filled Part-I (Technical Bid Form, with Appendices 1,2 & 3) and submit Part-II (financial bid, to be directly submitted on the MSTC website.), with the bidder/authorized signatory of the bidder on

each page of the tender on the MSTC portal. The interested and eligible audit firms must upload the profile of the audit firm which should include information of partners, staff strength and previous experience of similar auditing, etc., on MSTC portal. While bidding on MSTC portal, the bidders must ensure to upload Technical Bid (Part I) and submit Financial Bid (Part II) directly on MSTC portal. Failure to comply with either of these conditions will render the bid void at the Bank's option. No request for any change in remuneration or conditions after the opening of the financial bid will be entertained.

6. The monthly remuneration quoted by the bidder shall be deemed to have excluded GST. If the applicant fails to exclude GST in the bid, no claim thereof will be entertained by the Bank afterwards. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961. A certificate for the same will be issued to the firm.
7. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The short-listed bidders will be intimated regarding date and time of opening the financial bids.
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. Falsification/ suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.
10. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.
11. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part, any tender or to reject any or all of the tenders received without assigning any reason thereof.
12. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification - in writing - from Audit Budget and Coordination Cell (ABCC), Human Resource Management Department (HRMD), RBI, Jaipur(abccjaipur@rbi.org.in) on or before 2:30PM of August 01, 2022. Any such clarification, together with all details

on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out in writing. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by RBI, Jaipur, no written or oral communication, presentation, or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.

Section- I
Important Instructions regarding e-Tendering

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

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

Note: The Technical Bid and Financial Bid have to be submitted online only at http://www.mstcecommerce.com/eprhome/rbi/buyer_login.jsp

- a) Firms are required to register themselves online with www.mstcecommerce.com → e- Procurement → PSU / Govt.Depts → RBI. Register as 'Firm' by filling up details and creating own user id and password → Submit.
- b) Firms will receive a system generated e-mail confirming their registration in their e-mail which has been provided while filling the registration form.
- c) In case of any clarification, please contact MSTC/RBI Jaipur, (before the scheduled time of the e- tender).

Contact person(s) (MSTC):

- i. Shri. Sumit Chakraborty, Deputy Manager (NRO)
Mobile Number: 7043414496; Landline Number 011-32068276
- ii. Shri Vikas Agrawal, Assistant Manager
Mobile Number: 9004311440
E-mail ID: vaqrawal@mstcindia.co.in; smohanta@mstcindia.co.in
- iii. MSTC Helpline Numbers:
033-23400020/21/22
033-35013220/21/22
E-mail ID: helpdesk@mstcindia.co.in

2. System requirements:

- a) Windows 7 and above.
- b) IE version 9 and above.
- c) Valid Class-III Digital Signature both Signing & Encryption type Certificate.
- d) Latest Java version (JRE Windows X86 Offline).
- e) 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”.

For more details, firm may refer to Service Provider / Company / Vendor Guide and FAQ available at www.mstcecommerce.com.

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)

3. The Price Bid has to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.
4. All entries in the tender should be entered in online Technical & Financial / Price formats without any ambiguity.
5. **Special note towards transaction fee:** The firms shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in Service Provider / Company / Vendor login. The firms have to select the particular tender from the event dropdown box. Service Provider / Company / Firm shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Company / Firm shall generate a challan by filling up a form. Service Provider / Company / Firm shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, Service Provider / Company / Firm 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 Service Provider / Company / Firm shall be receiving a system generated mail.
6. **Transaction fee is non-refundable:** The firm 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.

Information about tenders / corrigendum uploaded shall be sent by e-mail only during the process till finalization of tender. Hence the firms are required to ensure that their corporate e-mail address provided is valid and updated at the time of registration of firm with MSTC. Firms are also requested to ensure validity of their DSC (Digital Signature Certificate). E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

7. Bidding in e-tender:

a) No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by RBI, Jaipur.

b) Transaction fees is non-refundable.

c) The process involves Electronic Bidding for submission of Technical and Financial Bid.

d) The firm(s) who have submitted transaction fee can only submit their Technical Bid/ Financial Bid through internet in MSTC website www.mstcecommerce.com → eprocurement → PSU/Govt. Depts. → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.

e) Service Provider / Company / Firm 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 applicable. If this application is not run, then Service Provider/ Company/Firm will not be able to save / submit his Technical bid.

f) After filling the Technical Bid (if applicable), firm 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 then firm should click on 'save' to record their financial bid. Once both the Technical bid & F have been saved, Service Provider /Company/Firm can click on the Final submission button to register their bid.

(e) Firms are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.

(f) In all cases, firm should use their own ID and Password along with Digital Signature at the time of submission of their bid.

(g) During the entire e-tender process, the firms will remain completely anonymous to one another and also to everybody else.

(h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

(i) All electronic bids submitted during the e-tender process shall be legally binding on the firm. Any bid will be considered as the valid bid offered by that firm and acceptance of the same by the Buyer will subsequently form a binding contract by execution of Contract to that effect between Buyer and Service Provider / Company / Firm for execution of supply.

(j) It is mandatory that all the bids are submitted with digital signature certificate, otherwise the same will not be accepted by the system.

(k) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

(l) No deviation of the terms and conditions of the tender document is acceptable.

8. Submission of bid in the e-tender floor by any firm confirms his acceptance of terms and conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. No deviation to the Technical and Financial Terms and Conditions are allowed. The Bank has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof. Firms are requested to read Service Provider/Company/Firm guide and see the video in the page www.mstcecommerce.com/eprchome to familiarize themselves with the system before bidding.

SECTION II
Eligibility Criteria

1. The applicant firm should be a Category-1 Concurrent Audit firm registered with ICAI for Rajasthan State to be eligible for appointment as Concurrent Auditor.
2. The minimum monthly remuneration will be ₹82,000/- (Rupees Eighty-Two Thousand only) excluding GST, for RBI, Regional Office, Jaipur. While submitting quotation (monthly remuneration) on e-portal, bidder should note that the amount quoted by it on e-portal is exclusive of GST.
3. The applications indicating less than the minimum monthly remuneration will be outrightly rejected.
4. The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
5. The firm or partners of the firm should not have been debarred or blacklisted by any Government /Semi–Government organization/Institution in India or abroad.
6. In the event of intending applicants' failure to satisfy the Bank on fulfilment of the eligibility criteria, or their application contain/has deviations from the terms and conditions, they are liable to be rejected by the Bank and the same shall not be challenged in any court of Law.
7. The Bank requires that applicants interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
 - a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
 - b) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation.
 - c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
 - d) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
8. The Bank will reject a proposal for award, if it determines that the applicant recommended for award has engaged in prohibited practices in competing for, or in executing the contract, and may declare an applicant ineligible, either indefinitely or for a stated period of time.

Section III
Evaluation Criteria

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

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

Evaluation of technical bids		Marks	
		Range	Max.
1	Experience of the firm - No. of years		15
	less than 10 years	0	
	10 to 15 years	10	
	Above 15 years	15	
2	Full Time Fellow Chartered Accountant (FCA) Partners		15
	less than 4	0	
	4 to 6	10	
	Above 6	15	
3	Association with the same firm - No. of Partners		10
	None	0	
	One partner associated for 10 years or more	5	
	More than one partner associated for 10 years or more	10	
4	Key professional staff - Full time CA employees		15
	Less than 2 CAs	0	
	2 to 5 CAs	5	
	5 to 10 CAs	10	
	More than 10 CAs	15	
5	Skilled Staff - Qualified in both Group I & II of IPCC - No. of Staff		15
	Less than 10	0	
	10 to 15	5	
	15 to 20	10	
	More than 20	15	
6	Experience of the firm in bank audits		20
	(a) As System / IS Auditor		
	Less than 3 years	0	
	3 to 6 years	5	
	More than 6 years	10	
	(b) 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 as Concurrent Auditor / Statutory Central / Branch Auditor		10
	Unsatisfactory	up to (-) 10	
	Satisfactory / Good	5	
	Excellent	10	
Maximum Marks			100
* Firms which are currently Statutory / Statutory Branch Auditors / Concurrent Auditors / GST Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on July 21, 2022 are NOT eligible.			

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

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

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

5. In case of a tie, it would 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.

6. To assist in the examination, evaluation, comparison of the Applications and qualification of the applicants, the Bank may, at its discretion, ask any applicant for a clarification of its application, allowing a reasonable time for response. Any clarification submitted by an applicant that is not in response to a request by the Bank shall not be considered. The Bank’s request for clarification and the response shall be in writing. No change in the prices or substance of the Application shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors, discovered by the Bank in the evaluation of the Application.

7. If an applicant does not provide clarifications of its application by the date and time set in the Bank’s request for clarification, its application shall be liable to be rejected.

- 8.** The Bank is not bound to accept the application with lowest bid or any application and may at any time terminate the appointment process without assigning any reason.

- 9.** The Bank may call for the client report from the organizations in which the applicant has provided similar services. If any of the client report is not found satisfactory, the Application shall be rejected outrightly and its Financial Bid shall not be opened. Further, the conditional bids shall also be rejected outrightly.

SECTION IV

Indicative Scope of Work for Concurrent Auditors to Undertake Audit of Reserve Bank of India, Jaipur

The Firm of Concurrent Auditors (CAs) will undertake -

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical Central Office prescribed Control Returns and Statements, etc., at RBI Jaipur.
2. An index of areas / Checklist on which CA firm may draw monthly audit scrutiny report will be given at the time of appointment. The CA firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office audited in their report. The CA firm will also include in the Index, additional audit area/s assigned to them from time to time.
3. The CAs will obtain and familiarise with:
 - a) All the items of Audit Areas of Inspection department's Check-list provided by the Bank.
 - b) Updated copy of General Administration Manual, Banking Department Manual, and Premises Department Manual available at the respective Department of the Bank to be audited.
 - c) All the relevant copies of Master circulars issued by the 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/Department of the Bank.
 - d) Copy of Bank's Expenditure Rules and
 - e) DGBA Central Office circular addressed to all the CODs/RO's/Training Institutions on the evening of last Closing of Bank's Accounts.
4. The CA will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office to be audited.
5. All financial transactions of all the departments including Office of the 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:
 - a) Bank's Expenditure Rules.
 - b) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/C Expenditure.
 - c) Sanctioning authority with reference to delegated powers – cadre wise
 - d) 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.
 - e) 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 and
 - f) CA will bring to the notice of In-Charge of the Department, in writing, any deviation/irregularity/lacunae noticed in (a) to(e) above inconsistent with Bank's Expenditure

Rules/Banks' General Administration Manual/Central Office prescribed instructions/ guidelines and secure/arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.

- 6.** All financial transactions irrespective of their value will be covered under concurrent audit including the following:
- a) Hospitalization Bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme).
 - b) Claims settled under Medical Assistance Fund A/C.
 - c) All medical claims.
 - d) 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.
 - e) Re-fixation of Pay of the staff as well as Re-fixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by Central Office.
 - f) Annual increment of staff/Refixation of pay in the Promotional Grade.
 - g) All foreign Tour Bills
 - h) All payments of rents, taxes, water charges, etc.
 - i) All payments made to firms/suppliers/service providers.
 - j) Recoveries of electricity bills made from staff members of the bank.
 - k) Arrear payments/recoveries to be made on revision of minimum wages components such as ESIC, PF, basic wages etc.
 - l) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
 - m) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
- 7.** CA will certify the correctness of interest payments made by DoS/FIDD on the eligible CRR balances maintained by the banks, maintenance of SLR/CRR and penalty on shortfall, if any.
- 8.** 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.
- 9.** While undertaking audit of National Clearing Centre, CA will pay particular attention to safeguards/instructions issued by DIT, CO/DGBA,CO and follow the guidelines as per the revised checklist. CA should verify the adherence to guidelines of NEFT.
- 10.** Scrutiny of paid bills is to be taken.
- 11.** Apart from completing 100% check of above transactions-based Vouchers / Claims/Bills, etc., of the audit period covered at the concerned Office/Department of the Bank strictly as required above, CA will examine/scrutinize following:

- a) Monthly Scrutiny of Petty Cash A/c and reversal of outstanding balance of Petty Cash A/c.
- b) Surprise audit check of Cheque Books/Stamps/Frinking Machine balance and other valuables held under the joint custody of officials, as per Central Office guidelines/Manual Provisions carried out by the auditee officials. CAs will also undertake the same at least once in a half year.
- c) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.
- d) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc and other monthly statements to be forwarded to DGBA, 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.
- e) Reconciliation and monitoring of Charges A/c at monthly rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.
- f) 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).
- g) 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.
- h) Examine/scrutinize the monthly balancing of Provident Fund accounts maintained in respect of NABARD employees, application of Half Yearly interest on PF balances, advance/withdrawal from PF balances, refund of PF balances.
- i) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
- j) Any other audit area having financial implications specifically indicated for the audit by the COD/RO/Training Institution of the Bank to be audited by the CA.
- k) CA will ensure that there is no leakage of Interest, Exchange, Commission, Discount, etc., in the Bank's Income Account and that the delegates at the Bank's concerned office does/do not undertake any unilateral change/s in the Central Office prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned Central Office department, may be highlighted in the monthly Audit Report submitted to the concerned O-IC/CGM/RD/Principal for immediate action/rectification.
- l) CA should verify the entries in the system with reference to the actual transactions/sanctions.

- 12.** CA shall submit a Monthly Audit Report to the Regional Director of the Bank and incorporate comments on the compliance position of the audit irregularities or otherwise in the subsequent report.
- 13.** 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) 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.
- 14.** 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.
- 15.** Checking of the insurance of Bank’s properties.
- 16.** Checking of the calculation of pension amount.
- 17.** Verification of the calculations of penalties for default in maintenance of CRR/SLR by SCB/ DCCBs.
- 18.** Verification of the calculations of CVPS incentives, Scheme of incentives and penalties in Issue Department.
- 19.** Adherence to Bank’s new fixed assets policy and verification of reconciliation of dead stock by Estate Department.
- 20.** Tax deduction at source and timely filing of returns by departments. 100% checking of the appropriate taxes, tax rates applied, amount of which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and also 100 % verification of the returns prior to them being filled.
- 21.** Concurrent Auditors should assist Bank’s staff in determination of all statutory taxes and returns thereof. The firm will prepare and file GST/ Income Tax Returns of the Bank (and also any other related returns which may come in force subsequently) at the designated intervals.
- 22.** Concurrent Auditors 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.
- 23.** Verification of capitalization transactions of dead stock items by the departments.
- 24.** Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.
- 25.** Certifying half yearly/annual closing account statements to be submitted to Central Office by the RO.
- 26.** To check whether periodical visits of concerned bank’s representatives are arranged by the Bank to attend to NPS related issues of the bank employees.

27. Concurrent Auditors shall submit a monthly Statutory and Regulatory compliance certifying that they have carried out 100% check of transactions and there is 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI Jaipur by 10th day of subsequent month.
28. Concurrent Auditor firm is advised to use pink color pen while checking/ auditing the records and put a rubber stamp “checked/audited” with the date and initials on the records subjected to scrutiny.
29. Concurrent Auditor shall render their opinion and suggest the process to be adapted on taxation matters whenever required.
30. Reporting requirements:
 - a) Monthly audit report and certificate should be submitted in the format prescribed by the Bank by 10th of subsequent month. The monthly audit report shall be drawn from the scope of audit shared at the time of offer of appointment.
 - b) Monthly Audit Report should indicate item-wise action points on the financial and non-financial (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) Compliance to Statutory and Regulatory Compliance by Departments along with documentary evidence and to bring to light any statutory compliance that the Bank needs to comply.

Section V

Indicative List of appointment related information

1. The estimated minimum monthly remuneration would be ₹82,000/- (Rupees Eighty-Two Thousand only) for RBI Jaipur exclusive of GST. The above estimated remuneration would be for the period of three years and will not be changed on renewal.
2. The audit team will comprise of one Chartered Accountant (Jr. Partner/ Qualified Paid CA) and four Article Assistants on a regular basis throughout the business hours of the Bank on all working days and on Sundays/Holidays if necessary. Out of the four article assistants, three articles should have qualified Group II of Integrated Professional Competence Course (IPCC) and one article should have qualified Group I of IPCC and should be undergoing Article Training. The audit team will be supervised by another Senior Partner of the firm on a regular basis. The audit team should have working knowledge of computers and should meet the Incharge of ABCC on a daily basis before commencement of the business hours of the Bank.
3. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e., from October 01, 2022 to September 30, 2023. Subsequently, the same will be renewed for second and third year subject to annual review of the CA's performance by the Bank.
4. Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.
5. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Reserve Bank within seven days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.

6. Departments/Sections/Cells of Work

The CAs will cover the following departments/ sections/ cells of Jaipur RO.

- Information Technology Cell
- Financial Inclusion & Development Department
- Department of Supervision
- Estate Department
- Foreign Exchange Department
- Human Resource Management Department
- Issue Department (Including Cash Department, CVPS & SBS)
- Integrated Banking Ombudsman
- Central Establishment Section
- Integrated Banking Department (including National Clearing Cell and Public Debt Office)
- Rajbhasha Cell
- Department of Economic and Policy Research
- Department of Statistics and Information Management
- Protocol and Security Cell

- Consumer Education and Protection Cell
- Any other Department/ Section/ Cell as per need.

In addition to the above, the following may also be attended:

- Verification of Bank Guarantees and Bank Guarantees Registers
- TDS related issues, Quarterly Returns viz.26Q etc. matters
- Goods and Services Tax and Service Tax related matters viz. submission of monthly/ quarterly returns
- Any other statutory taxes/ returns related matter

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

7. 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.
8. 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.
9. On an average, the number of vouchers to be checked by CAs on a monthly basis would be approximately 500. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the office / department.
10. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
 - a) Adherence to Bank's Expenditure Rule
 - b) Narration and accounting under the proper head of accounting
 - c) Correct accounting of revenue and capital nature of expenditures
 - d) Maintenance of all relevant accounts (Such as RBI Gen A/C, SGL, supporting Records / Registers, etc.) as per prescribed norms.
 - e) Inter office Reconciliation A/c, Adjustments A/c
 - f) Reconciliation and monitoring of Charges A/c at monthly interval.
 - g) Calculation of claims of agency commission/penalty/recovery.
 - h) The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the Office/ Department.
 - i) The CAs are required to identify deficiencies, if any, for noticed for spot rectification.
 - j) CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.
 - k) 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 Office Department.
 - l) The CA's functions as specified above may be enlarged at a future date as per the requirement of the Office/Departments.

SECTION VI

Terms and Conditions of appointment

1. On receipt of intimation from the Bank regarding acceptance of the Application, the successful applicant shall be bound to implement the Contract from the date specified therein. The successful bidder shall sign an agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Rajasthan. In case of partnership firms, the Application submitted on behalf of a firm shall be signed by the partners and or the authorized partner on behalf of the firm. Thereafter, the Agreement will be executed between the Bank and the successful bidder. It is mutually agreed that the original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful bidder. General instructions to the bidders and special conditions hereinafter referred to shall be the basis of the final contract/Agreement to be entered into with the successful bidder.

2. The Terms and Conditions of the Agreement between the Bank and the successful applicant are as below:

- a) The contract shall be valid for a period of one year, w.e.f October 01, 2022, till September 30, 2023.
- b) The scope of work is specified in the e-tender document No. **RBI/Jaipur/HRMD/29/22-23/ET/227** dated July 21, 2022 along with the indicative list and synopsis enclosed therein. Both these documents shall be treated as part and parcel of the agreement.
- c) The estimated minimum monthly remuneration would be ₹82,000/- (Rupees Eighty Two Thousand only) for Regional Office, Jaipur exclusive of GST. However, bidders are free to quote amount above ₹82,000/- (Rupees Eighty Two Thousand only) excluding GST. The above-quoted remuneration would be for the period of three years and will not be changed on renewal. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961. A certificate for the same will be issued to the firm. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills. Any additional surcharge/tax (as applicable from time to time) will also be deducted. Further, TDS on GST at the applicable rates will also be deducted by the Bank as per GST provisions while making payment of monthly remuneration.
- d) No advance shall be paid. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes i.e. GST, etc. The payment shall be made within 15 days through NEFT from the date of submission of complete bill.
- e) The CA shall indemnify and keep indemnified, defend and hold good the Reserve Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the CA on account of misconduct, omission and negligence by the CA.

- f) The CA or his staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his job.
- g) The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.
- h) The CA has to attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract.
- i) The CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
- j) It shall be the CA's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the CA fails to carry out any of his obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
- k) All disputes and differences of any kind under the agreement shall be mutually referred to the sole arbitrator i.e. Regional Director, Reserve Bank of India, Jaipur, and his decision in writing, shall be final and binding on the CA firm. The Award passed by the Arbitrator shall be final and binding on both the parties. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall only be Jaipur. Alternate settlement modes can be used for settling any legal dispute only with mutual consent.
- l) The CA shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment, etc., which may come to the possession or knowledge of the CA during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The CA shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The CA shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the prior written consent of the Bank. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure of confidential information under this agreement are fully satisfied. The CA's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- m) 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.
- n) Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.
- o) The firm shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (income tax, sales tax, service tax, etc.), Labour and

Industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to RBI.

- p) The appointed Chartered Accountant Firm shall be solely responsible for full compliance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of Sexual Harassment against employee(s) of the appointed firm/ agency within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the firm / agency and the firm / agency shall ensure appropriate action under the said Act in respect to the complaint. The successful bidder shall confirm constitution of Internal Complaints Committee for the purpose, wherever applicable.
- q) Any complaint of Sexual Harassment from any aggrieved employee of the appointed Chartered Accountant Firm against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- r) The appointed Chartered Accountant Firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm/ agency, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the successful bidder is proved.
- s) The appointed Chartered Accountant Firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- t) The appointed Chartered Accountant Firm shall provide a complete and updated list of its employees deployed in various facilities of the Bank on quarterly basis (within 15 days from each quarter end or from the date of engagement/deployment).

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

Undertaking

We, M/s(name of the firm) having registered office at(address of the firm) are **NOT** currently Statutory Branch Auditors/ Concurrent Auditors/ GST Auditors of RBI and have **NOT** conducted such audits in RBI since July 21, 2020.

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

Date:

Place:

TECHNICAL BID

Form 1 (Along with Appendices 1,2 and 3)

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 establishment of the firm	
6	GST Registration No.	
7	Firm Registration No.	
8	Unique Code No.	
9	Permanent Account Number (PAN)	
10	Experience of the firm - No. of years	
11	Number of Full Time Fellow Chartered Accountant (FCA) Partners	
12	Association with the same firm - No. of Partners	
13	Number of key professional staff - Full time CA employees	
14	Number of Skilled Staff - Qualified in both Group I and Group II of IPCC	
15	Details of experience of the Firm in audits in banks (as per Appendix 2)	
16	Details of experience of the Firm in audits in RBI (as per Appendix 3)	

I declare that:

- a) Neither the firm nor any of its partner(s) has ever been subjected to any disciplinary proceedings initiated by the ICAI.
- b) Neither the firm nor any of its partner(s) has ever been debarred or blacklisted by any Government / Semi-Government organization/institution in India or abroad.

Signature of the Authorized Signatory along with Seal of the firm

**Appendix 1 (to Form 1)
Details of the Partners**

Name of the Partner	Dates of becoming		Date of joining the Firm	Membership Number	Educational Qualifications	Remarks
	ACA	FCA				

Signature of Authorised Signatory with the seal of the firm

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

Type of Audit	Name of the Bank	Branch(es)	No. of years engaged	Period of engagement (from date to date)
(System/ IS Audit)				
(Concurrent Audit/ Statutory Central Audit/ Branch Audit)				

Signature of Authorised Signatory with the seal of the firm

Appendix 3 (to Form 1)
Details of experience of the firm in audit of RBI

Type of Audit	Name of the Bank	Branch(es)	No. of years engaged	Period of engagement (from date to date)
(Concurrent Audit/ Statutory Central Audit/ Branch Audit)	Reserve Bank of India			

Signature of Authorised Signatory with the seal of the firm
