



E-Tender Number RBI/Lucknow Regional Office/HRMD/3/25-26/ET/289

Reserve Bank of India (RBI), Lucknow (hereinafter referred to as the "Bank") invites for E-Tenders (on or before August 06, 2025, 17:30 Hrs) under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for the period October 01, 2025 to September 30, 2026 for RBI, Lucknow, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by the Bank.

The Tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/>). Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank. For Tender documents details please visit "Tender Section" on our website <https://www.rbi.org.in> or the MSTC portal.

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 any Tender, either in full or in part and to reject any or all the Tenders without assigning any reason thereof.

Regional Director
Reserve Bank of India, Lucknow

Place: Lucknow

Date: July 15, 2025



**Reserve Bank of India
Human Resource Management Department
Lucknow**

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, Lucknow, has prepared this document to give background information on the Contract for information of all to the interested parties/bidders to enable them to bid for the contract for appointment of Concurrent Auditors in the Bank from October 01, 2025 to September 30, 2026 as per the terms and conditions set out in this tender and any other terms and conditions related to such information. 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 timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT

This is an e-procurement event of RBI. The e- procurement Service Provider/Contractor is the MSTC Limited. You are requested to read and understand the Notice Inviting Tender and subsequent corrigenda if any, before submitting your online tender.

Process of e-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/their bids electronically. Electronic Bidding for submission of Technical Bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE:

THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn/ (Version 3)

Vendors are required to register themselves online with www.mstcecommerce.com/eprocn/

Register as Vendor --Filling up details and creating own user id and password Submit .For further details, go to Download Guide /Video /Registration Vendors will receive a system generated mail confirming their registration in their e-mail which has been provided during filling the registration form .In case of any clarification, please contact MSTC/ RBI (before the scheduled time of the e -tender).

Contact person (RBI):

i) Kumar Naveen
Manager,
Phone no: 7079510521

ii) Riya Charak
Assistant Manager
Phone no. 9622426707

Email ID Estate Department: abcclucknow@rbi.org.in

Contact person (MSTC Ltd): MSTC Technical Help Desk-0361-2221199

MSTC Technical Help Desk-0361-2221199

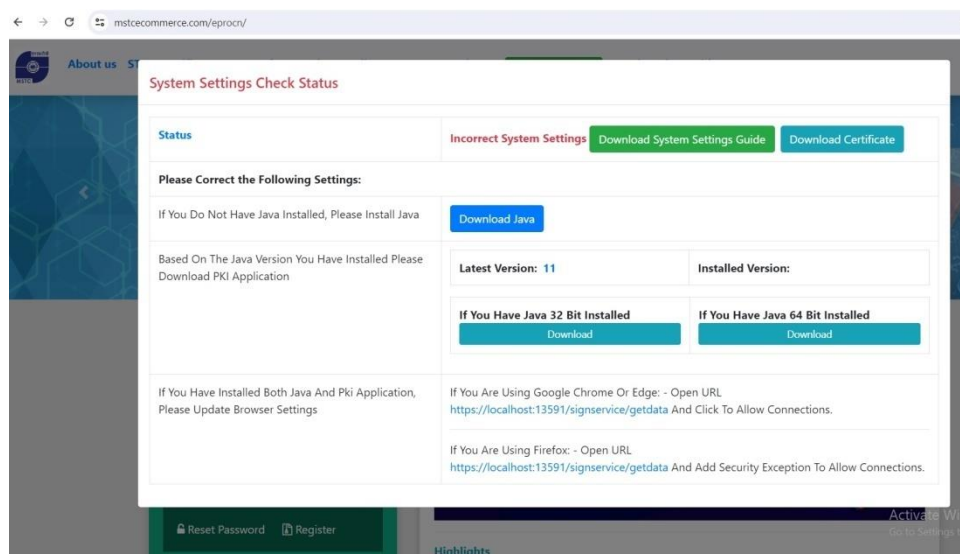
1	Mr. Vijay Narayan Singh	Sr. Executive	09909080178
2	Technical Assistance in MSTC site	0522-4244702	IVRS No-07969066600
3	Kolkata Head office	03335013220/21/22	

Availability

9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

B) System Requirement:

For details, vendor may refer to the DOWNLOAD SYSTEM SETTING GUIDE available <https://www.mstcecommerce.com/eproc/>



2. Special Note towards Transaction fee: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link against the specific tender in the “Bid Floor”/through the “Pay Transaction fee” in “Event catalog” through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / 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, Service Provider / Contractor / 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.

Transaction fee is non-refundable. A vendor will not have the access to online e- tender without payment of the transaction fee.

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

3. Information about tenders / corrigenda shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).
4. E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

5. Bidding in e-Tender:

Note: Vendors are instructed to use ***Upload Documents*** link in My menu to upload documents in document library .Multiple documents can be uploaded .Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through ***Attach Document*** link against the particular e-Tender .Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI and it will be deemed that the vendor has not submitted the documents .For further assistance please follow instructions of vendor guide.

- a) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder)s (who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website **www.mstcecommerce.com** → e-procurement →New Common Portal →Bid Floor Manager →live event →Selection of the live event →

Transaction fee->Common terms->Attach Documents->Price Bid .

- a.First the vendor needs to fill up the Commercial specification if any and save it .Then the vendor should fill up the Techno-commercial bid .After filling the Techno-Commercial Bid, bidder should click 'save 'for recording their Techno-Commercial bid .Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save "to record their price bid .Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission "button to register their bid

NOTE - :After clicking the final submission "Delete bid" option would be shown .If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

- b) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

- c) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- d) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above .
- e) All electronic bids submitted during the e-tender process shall be legally binding on the bidder .Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work .Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR.**
- f) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system .
- g) Buyer 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 .
- h) No deviation of the terms and conditions of the e-Tender document is acceptable . Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.
- i) Unit of Measure)UOM (is indicated in the e-tender Floor .Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document .



**Reserve Bank of India
Human Resource Management Department
Lucknow**

**Notice Inviting Tender- Schedule of Tender (SOT)
(Only through e- Procurement)**

Note: This is a limited tender enquiry through MSTC portal. Only category 1 CA firms having their registered office at Lucknow are eligible to participate in this Tender. **Those firms who are already doing any audit (Concurrent Audit/Statutory Audit/GST Audit etc.) at RBI Lucknow are not eligible to participate in this tender event.** Bidders are advised to first visit our website <https://www.rbi.org.in> through “Tenders” link and check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online only.

1.	e-Tender No.	RBI/Lucknow Regional Office/HRMD/3 /25-26/ET/289
2.	Name of Tender	Appointment of Concurrent Auditors for the period from October 01, 2025 to September 30, 2026 for Reserve Bank of India, Lucknow Regional Office.
3.	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprocn)
4.	Date of Notice Inviting e-tender available for download on RBI website	15/07/2025 at 11:00 Hrs.
5.	Date of Pre-Bid meeting (offline)	21/07/2025 at 15:00 Hrs.
6.	Venue of Pre-Bid meeting	Conference Room, 3 rd Floor, Reserve Bank of India, 8/9 Vipin Khand, Gomti Nagar, Lucknow – 226 010
7.	Estimated value of tender	₹13,31,040/- (inclusive of GST) The minimum remuneration per month shall be ₹ 94,000/- (exclusive of GST).

8.	Earnest Money Deposit (EMD)	<p>2.00% of the estimated cost, i.e., ₹26,621/- (Rupees Twenty-Six Thousand Six Hundred and Twenty-One only) (To be deposited vide NEFT/DD/Bank Guarantee before the final submission date of e-tender) The Beneficiary details are as follows:</p> <p>Beneficiary Account Name: Reserve Bank of India, Lucknow</p> <p>Beneficiary Account type: Current Account</p> <p>Beneficiary Account No: 186003001</p> <p>IFSC Code: RBIS0LKPA01</p> <p>(Please read 0 as zero)</p> <ul style="list-style-type: none"> • DD should be drawn in the name of Reserve Bank of India payable at Lucknow. <p>(i) Bids without EMD will be rejected. EMD in the form of DD should reach RBI Regional Office, Lucknow before the tender closing time. Details of NEFT done should be forwarded to abcclucknow@rbi.org.in before tender closing time and also uploaded on MSTC portal. There is no exemption to MSME firms from paying EMD.</p> <p>(ii) EMD in the form of Bank Guarantee shall be submitted</p>
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		as per the format provided in the Tender Document with a validity of one year. Bank Guarantee shall be released to the issuer bank after the successful bidder deposits the security deposit amount mentioned in the tender document.
9.	Transaction fees	To be paid to MSTC
10	Date of Starting of online submission of e- tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprocn	15/07/2025, 11:00 Hrs.
11	Last date of availability of e-tender on MSTC	06/08/2025, 17:30 Hrs.
12	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid).	06/08/2025, 17:30 Hrs.
13	Date & time of opening of Part-I (Technical Bid)	07/08/2025 at 15:00 Hrs.
14	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, Lucknow. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them.

The Bank reserves the right to cancel, modify the Tender and extend the deadline for submission of Tender. Any amendments/corrigendum to the tender, if any, issued in future will be notified on the RBI website and MSTC website.



**Reserve Bank of India
Human Resource Management Department
Lucknow**

E-Tender for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by Reserve Bank of India, Lucknow.

Reserve Bank of India, Lucknow (hereinafter called “the Bank” / “Reserve Bank” / “RBI”), invites e-tender under Two-Cover Bid (Technical & Financial Bid) for Appointment of Concurrent Auditor for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by Reserve Bank of India, Lucknow, Regional Office.

The appointment of the Concurrent Auditors (CAs) shall be for a period of one year initially i.e., from October 01, 2025 to September 30, 2026. Subsequently the same may be renewed for second and third year, for one year at a time, on the same terms and conditions, subject to annual review of the CAs performance by the Bank.

The applicants should submit their proposal, as per the instructions regarding E-Tender, along with all supporting documents complete in all respects as per the prescribed format on or before 17:30 Hrs. on August 06, 2025.

The Part-I (Technical Bid) will be opened electronically on at 15:00 Hrs. on August 07, 2025. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants are advised to regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website. No separate communication shall be made in this regard.

**Regional Director
RBI, Lucknow**

Notice Inviting E-Tender

1. E-tenders are invited under Two-Cover Bid from Category I Chartered Accountants Firms having registered office in Lucknow for **Appointment as Concurrent Auditors (CAs) for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by Reserve Bank of India, Lucknow Regional Office.**
2. The intending bidders should refer scope of work, terms and conditions of the tender before submitting the bid.
3. Before submitting the tender, the Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. Corrections, if any, in the quotation shall be duly authenticated with full signature.
5. Bidder/authorized signatory of the Bidder shall sign on each page of the tender and upload on MSTC website.
6. In the first stage, the Technical Bids (Part-I) will be opened **at 15:00 Hrs. on August 07, 2025 at RBI, Lucknow. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will summarily be rejected.** Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Reserve Bank.
7. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids through email.
8. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. **Conditional tenders shall not be accepted in any case and shall be summarily rejected without assigning any reason thereof.**
9. Tender shall 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 any fact and 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 shall be an offence under relevant Laws as applicable in the matter. Such action shall result in the rejection of bid, in addition to other punitive measures.
12. Reserve 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. A pre-bid meeting will be held with the participating bidders on the designated date (at 15:00 Hrs. on July 21, 2025), wherein bidders may seek clarifications from Audit Budget & Co-ordination Cell (ABCC), Lucknow Regional Office. The minutes of the meeting shall be uploaded on MSTC portal. No separate communication will be sent for this meeting. All communications between the bidder and the Department shall be carried out in writing. The Bank shall not entertain and encourage oral communication. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by the Manager, ABCC, HRM Department, 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

The Tender Invitation Document has been prepared for the purpose of inviting tenders for **Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by Reserve Bank of India, Lucknow**. The Tender document comprises of:

Eligibility criteria

Form 1 - **Application for appointment as Concurrent Auditor: Technical Bid Form**

Form 2 - **Application for appointment as Concurrent Auditor: Financial Bid Form**

Form 3 - **Details of Full Time Partners**

Form 4 - **Details of Full Time Employed CA**

Form 5 - **Details of the Experience of the Firm in Banks/RBI Audits**

Evaluation Criteria (Technical & Financial)

Terms and Conditions

Undertaking

Scope of work

2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

Eligibility Criteria

Reserve Bank of India invites Limited e-tender under Two-Bid System (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 for Reserve Bank of India, Lucknow Regional Office.

1. The applicant firm should be a Category-I CA firm/company registered with ICAI.
2. The applicant firm should have its Registered Office in Lucknow/Head Office in Uttar Pradesh and Branch Office in Lucknow with adequate manpower in its Lucknow office to take care of replacement, etc. in respect of manpower, to be eligible for appointment as Concurrent Auditor.
3. The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.
4. The firm or no partner has been debarred or blacklisted by any Government/Semi-Government organization/ institution in India or abroad. An undertaking to this effect as given on page No. 45 of the tender document is required to be submitted by the bidder.
5. The Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2025 are **NOT** eligible. Additionally, the firms that were/are appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24 and 2024-25 are not eligible to apply. An undertaking to this effect as given on Page No. 46 of the tender document is required to be submitted by the bidder.
6. As per ICAI guidelines, minimum remuneration is to be indicated for inviting bids. The minimum monthly remuneration will be **₹94,000/- (Rupees Ninety-Four Thousand only) inclusive of all costs and exclusive of GST.**
7. **The bids/applications indicating less than the minimum monthly remuneration will be rejected out-rightly.**
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 70:30, with the bidder obtaining the highest total marks becoming eligible for appointment.

Evaluation Criteria

- The appointment methodology comprises a two-stage process - Technical and Financial evaluation - with separate evaluation for the two stages and a qualifying- criteria in the Technical evaluation.
- The first stage will be for the evaluation of Technical bids. The criteria for technical evaluation are given in **Annex 1**. The maximum points that can be secured under the technical evaluation will be 100 and the CA firms securing 60 or more points in technical evaluation may be considered for the next stage of financial evaluation. The second stage will be the opening of the financial bids of the firms that have qualified in the technical evaluation. Instead of specific points for L1 to Lx bidders, the following formula may be used to normalize the scores considering L1 as base. Some examples under different scenarios under the method for financial evaluation are provided in **Annex-2** for reference.

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

- The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30, with the bidder obtaining the highest total marks becoming eligible for appointment as Concurrent Auditor.
- In the event of tie after final evaluation, the tie may be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered e.g., if there is a tie between firm 'A' and 'B' after final evaluation then the points obtained under 'experience in bank audits' parameter may be considered for deciding the successful bidder. In the event of tie under the above parameter also, the points obtained under the subsequent parameter i.e., experience of the firm may be considered and so on.
- The firm or no partner of the firm has been subjected to any disciplinary proceedings initiated by the ICAI.

- The firm or no partner of the firm has been debarred or blacklisted by any Government / Semi – Government organization/institution in India or abroad.

Criteria for Technical Evaluation

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

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

Sr No	Parameters	Scoring Scale	Remarks	Score
10	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	<ul style="list-style-type: none"> Half point (0.5) each for any of these additional qualifications (i) Diploma in Information Systems (DISA) from ICAI (ii) Certified Information System Auditor (CISA) from ISACA, USA (iii) Certified Public Accountant (CPA) from AICPA, USA (iv) Certified Internal Auditor (CIA) from IIA, USA (v) Certified Fraud Examiner (CFE) from ACFE, USA. Quarter point (0.25) each for any of the certification courses from ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [Maximum 6 Points]	One Full Time CA Partners will be awarded point only for one qualification.	
PROFESSIONAL TRACK RECORD				
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	<p>In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points].</p> [Maximum '0' Point]		

Sr No	Parameters	Scoring Scale	Remarks	Score
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, will be reduced by 10 points, in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board. [Maximum '0' Point]		
13	Professional Misconduct by a member as per ICAI in the previous five years.	The score of the firm will be reduced by 10 points, if the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/ were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949. [Maximum '0' Point]		
14	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. [Maximum '0' Point]		
		TOTAL		

**** 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 June 30th of the current year are NOT eligible.***

Criteria for Financial Bid Evaluation

S no	Particular	Formula*
1	Lowest Bid (L1)	L1 / L1
2	L-2	L1 / L2
3	L-3	L1 / L3
4	L-4	L1 / L4
5	L-5	L1 / L5
6	L-6	L1 / L6
	L-n	L1 / Ln

* Value up to two decimal points

The applications indicating less than the minimum monthly remuneration (Rs.94,000/- excluding GST) shall be rejected out-rightly without assigning any reason thereof.

Terms and Conditions of Appointment.

1. The applicant firm should be a category 1 CA firm of Lucknow to be eligible for appointment as CA. The profile of the audit firm shall include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing etc. **The firm shall furnish self-attested documentary evidence in support of the Form 1, Form 3, Form 4 and Form 5 Further, the following documents shall also be attached:**
 - A) Memorandum of Association (MoA)**
 - B) Articles of Association (AoA)**
 - C) Latest Constitution Certificate**
 - D) Balance Sheet & Profit & Loss statement of three immediate Previous Financial Years**
2. The contract shall be initially for a period of one-year w.e.f. October 01, 2025 till September 30, 2026. Thereafter it may be renewed on a year-to-year basis for further maximum period of two years only, one year at a time, subject to satisfactory performance, on the same terms and conditions as has been agreed upon between the parties of this contract.
3. The selected firm/company shall deploy a Concurrent Audit Team which should be headed by qualified Chartered Accountant having knowledge of computer operations and assisted by 2 skilled and 1 semi-skilled staff (1CA+2 skilled+1semi-skilled=4). The skilled staff should have qualified Group 2 of the CA Intermediate or Group II of IPCC and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing article training. The team should have working knowledge of computers/systems. The team shall not have any claim for any kind of employment with the Bank. The members of the team, in no case, shall make any claim to be considered as employees of the Bank.
4. The audit team so deployed shall carry out the audit work between 09:30 Hrs. to 17:30 Hrs. in the Bank's premises on all working days of the Bank. The Bank may however require the audit team to carry out the audit work on non-working days also, if so required.

5. The persons deployed must have working knowledge of computers. The skilled staff should have at least qualified Group 2 of the CA Intermediate or Group II of IPCC (Integrated Professional Competence Course) and the semi-skilled at least one Group I IPCC and undergoing article training. The Article Clerks deputed at RBI Lucknow should continue with the present assignment for at least six months.
6. The regular presence of Chartered Accountant/Partner of the Audit Firm along with the requisite staff is mandatory at the time of carrying out audit in the Bank. The presence of Chartered Accountant/Partner of the Audit Firm is mandatory on all working days. In case of non-availability of Chartered Accountant/Partner on any working day, suitable replacement may be provided by the Audit firm. In case, the firm fails to provide suitable replacement of Chartered account/ partner and skilled/ semi-skilled staff, a penal amount of ₹1,000/- (Rupees One Thousand Only) and ₹500/- (Rupees Five Hundred Only) respectively per diem per head shall be recovered from the audit firm. Any such penal amount shall be recovered from the remuneration payable to the audit firm every month.
7. **The minimum monthly remuneration would be ₹94,000/-) (Rs. Ninety - Four thousand only) inclusive of all costs and exclusive of GST** for undertaking the concurrent audit of RBI Lucknow Regional Office. The remuneration would remain constant for the whole period and will not change, even on subsequent renewals of tenure, if any. The quoted remuneration shall be final and irreversible. The payment shall be made electronically (through NEFT) within a reasonable period after submission of bill by the firm. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control.
8. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof shall be entertained by the Bank afterwards.
9. No advance payment shall be made to the firm. Bill for monthly remuneration may be raised by the CA on a monthly basis. Income Tax @ 10% of remuneration (or at the

prevailing rate) shall be deducted at source in terms of Section 194-J of the Income Tax Act and the Bank will issue TDS certificate for such deduction. The payment shall be made within 45 days through NEFT to the account of the firm, from the date of completion of monthly audit report and submission of complete bill/ invoice.

10. The applicant must use only the forms downloaded from the website to claim the remuneration. The uploaded tender form may 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.
11. 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 shall 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 shall be entertained.
12. The remuneration quoted shall be fixed and binding without any escalation whatsoever till one year and on extension of time /renewal for subsequent two years.
13. 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. The firm shall also deposit **Security Deposit of an amount of 5.00% of the contract value as stipulated in the tender document (by way of NEFT to RBI Lucknow)** within seven days of the acceptance of Appointment letter. Additionally, a Performance Bank Guarantee (PBG) for **an amount equals to 5.00% of the contract value as stipulated in the tender document** is also required to be submitted to the Bank which will be valid for entire period of contract. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.

14. The CA shall indemnify and keep the Bank 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.
15. 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.
16. The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.
17. The CA shall attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract.
18. 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.
19. 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.
20. 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.
21. The audit firm will be responsible for any omissions or commissions on their part in respect of any transactions seen by them. In case, any serious act of omission or commission is noticed in the working of the audit firm, the Bank reserves the right to report to the Institute of Chartered Accountants of India for such actions as they may deem fit. In such circumstances, the Bank also reserves the right to terminate the contract forthwith without any claim for compensation.
22. 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 previous written consent of the Bank. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The CA's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

23. Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013-

- a) The Contractor/Agency/Firm / CA 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 Contractor/ Agency/Firm/CA and the Contractor/Agency / Firm / CA shall ensure appropriate action under the said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the contractor/ Agency/Firm / CA against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The Contractor Agency/Firm / CA shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
- d) The contractor Agency/Firm / CA shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The contractor Agency/Firm / CA shall provide a complete and updated list of its

employees who are deployed within the Bank's premises. The contractor shall ensure that verification of character and antecedents of all employees posted at the Bank are completed beforehand from concerned Police Station and remain updated all the time during their tenure at the Bank.

24. CONFLICT OF INTEREST

Applicants shall not have a conflict of interest. Applicants found to have a conflict of interest shall be disqualified on the grounds as mentioned below:

- (a) Applicants in two different applications have controlling shareholders in common.
- (b) The applicants (including their personnel and sub-contractors) that have a or family relationship with such members of the RBI Staff who are directly or indirectly involved in the project will not be awarded the contract.

25. The tenderer / Firm must have a valid and active GSTIN on the invoice raised. In case the GSTIN no. has expired, any statutory liability on account of it will be the sole responsibility of the vendor / Firm.

26. PENALTY- In case the audit firm fails to carry out the concurrent audit work as contemplated by the terms of engagement or fails to depute audit team as contemplated by this agreement, the Bank shall be entitled to recover ₹2,000/(Rupees Two Thousand Only) for each such failure or for the days during which the default continues, from the amount due and the remaining shall become payable by the firm. The Audit Firm shall not object to such adjustment/appropriation. If the amount of penalty exceeds ₹20,000/- (Rupees Twenty Thousand) for all failures/defaults taken together, the Bank shall be entitled to terminate the contract without any claim for compensation and the Bank may report such lapse to the Institute of Chartered Accountants of India. The Bank also reserves its right to claim risk and cost for early termination of contract.

27. Termination - The Bank reserve the right to terminate the contract with immediate effect for non-fulfilment of the above terms and conditions by the Firm. Three months prior notice shall be given by the selected firm/company in case of termination of services. During the notice period, however, the selected firm shall continue to undertake the audit

work, unless so directed by the Bank. It shall be the duty of the Tenderer / Firm to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption / hindrance / problem of any nature to Reserve Bank of India.

28. In the event of exigencies arising due to the death, infirmity, insolvency of the Tenderer / Firm or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the Bank may think proper, namely:

- (i) Legal heirs in case of sole proprietor.
- (ii) The next Directors / Partners in the case of company or firm as the case may be.

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

30. The Firm/Agency/Tenderer shall ensure:

That all instructions, guidelines and specifications issued to the Firm/Agency/Tenderer by the Bank shall be clearly and effectively communicated by the Firm/Agency to its employees and personnel;

That all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Firm/Agency so that the reputation of Reserve Bank of India is not compromised.

That no action of the Firm or Agency and / or its employees and/or personnel shall violate prevailing laws and regulations. The Firm / Agency shall not engage any staff with criminal background against whom there is any complaint registered with the law enforcement agencies.

31. Debar/Disqualification

If any certificate/documents enclosed or details furnished by the contractor / Firm / Agency

are found to be incorrect/fake/bogus tampered with or information not disclosed, the contractor/ Firm / Agency shall be debarred and shall not be awarded any future work in Reserve Bank of India. Joint ventures or partnership firms or any other nature of firms in which the contractor is a party shall also not be awarded any work. The contractor/ Firm / Agency in such event shall also be liable to be placed in negative list and shall be disqualified from participating in any tender floated by the Bank for a period of three years. In the event of failure to execute the work after award of the work, the Bank reserves the right to debar the contractor/ Firm / Agency, its associates and entities in which it is interested from award of any contract in the Bank. The Bank also reserves its right to debar the contractor/ Firm / Agency who fails to discharge the contractual obligation under this contract, from participating in any tender or from award of any work in the Bank for a period of three years. The Bank shall issue a 10 days' notice to the contractor/ Firm / Agency before debarring the contractor / Firm / Agency and consider reply, if any, given by the Contractor/ Firm / Agency to such notice. The decision of the Regional Director, Reserve Bank of India, Lucknow shall be final and binding in this regard.

32. Canvassing, soliciting or endeavoring to entice or inducement in any form by any person with a view to influencing acceptance of a bid shall be an offence under Laws of India. Such action shall result in the rejection of bid, in addition to other punitive measures.

33. Adherence to IS Policy of the Bank –

The audit firm will strictly always comply with the Information Security Policy / Policies of the Reserve Bank of India.

34. SETTLEMENT OF DISPUTES BY ARBITRATION

(i) In the event of there being any dispute or difference arising between the parties the same shall be referred to the Regional Director, Reserve Bank of India, Lucknow whose decision shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed upon by the parties. The arbitration shall be conducted in accordance with the provisions of the

Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.

(ii) The venue of the arbitration shall be Lucknow. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

(iii) All disputes shall be subject to the jurisdiction of the Court at Lucknow only.

Signing of Contract Agreement: -

- General instructions to the bidders and special conditions herein before referred to shall be the basis of the final contract to be entered into with the successful bidder. 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.
- On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer / Firm shall be bound to implement the Contract from the date specified therein. The successful tenderer / Firm shall sign an agreement in accordance with the extant provisions. The successful tenderer/Firm 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 Lucknow.
- Notwithstanding the signing of the agreement, the written acceptance by the Reserve Bank of a tender / Firm in itself shall not constitute a binding agreement between the Reserve Bank and the person so bidding, whether such contract is or is not subsequently executed.

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

Signature of the authorized person:

Name of the signatory (.....)
(in block capital letters) :

Name of the firm :

Scope and Coverage of Audit.

1. The Concurrent Audit will cover following Departments of Lucknow RO-

- Human Resource Management Department including Rajbhasha Cell, Stationery Section & CRDS
- Establishment Section
- Estate Department, Deposit Accounts Department
- Consumer Education Protection Cell (CEPC).
- Legal Cell
- Audit Budget and Coordination Cell
- Protocol and Security cell.
- Issue and Cash Department
- Department of Information Technology
- Department of Supervision
- Financial Inclusion and Development Department
- Department of Economic and Policy Research
- Department of Statistics and Information Management
- Any other Department / Division / Section / Cell that may be identified by the Bank
- Transactions will be audited within this broad framework. No relaxation in the transactions to be verified will be made on any account.

1. 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.
2. 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.
3. CAs are expected to familiarize themselves with the application (i.e., AMS) developed by the Bank for the audit purpose and submit the report/s and create

action paras (including rectified paras) as required by the Bank.

4. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects-
 - i. Adherence to Bank's Expenditure Rule
 - ii. Narration and accounting under the proper head of accounting, Correct accounting of revenue and capital nature of expenditures
 - iii. Maintenance of all relevant accounts (Such as RBI Gen A/C, SGL, supporting Records / Registers etc.) as per prescribed norms.
 - iv. Inter office Reconciliation A/c, Adjustments A/c
 - v. Reconciliation and monitoring of Charges A/c at monthly interval.
 - vi. Calculation of claims of agency commission, if any.
5. The detailed synopsis / checklist for CAS is enclosed as **Annex - A**. The Checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per checklist is mandatory.
6. The CAs should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the respective Department.
7. The CAs are required to identify deficiencies, if any for noticed for spot rectification.
8. 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.
9. 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.
10. The CAs functions, scope, etc. as specified may be enlarged at a future date as per the requirement of the Office / Department.
11. The selected firm/company is expected to identify the problem areas at the office and offer their suggestions to overcome them.
12. The Concurrent Audit as proposed will be on an on-going basis and for this purpose the supporting vouchers will be made readily available to the selected firm/company by the Bank.
13. There should not be any delay in subjecting the transactions for Concurrent Audit.
14. The selected firm/company have to verify and report whether the Financial

Operations in the Bank are carried out in conformity with the systems and procedures as laid down by the Bank. The selected firm/company has also to verify and report whether the transactions are properly recorded/documented and are compliant with the extant instructions of the Bank

15. All (100%) financial transactions should be audited at two stages- post sanction and post payment.
16. The selected firm/company is required to submit a daily report on deficiencies noticed to us for spot rectification. The selected firm/company is also required to submit a monthly report on major deficiencies noticed in our office.
17. Irregularities noticed in sensitive areas or transactions, which are of suspicious or fraudulent nature, should be brought to the notice of the Regional Director (by name) by means of a secret note.
18. Any adverse remarks on the working of the Departments should be supported by reasons/remarks, therefore.
19. The office would institute an appropriate system of follow up of the report of Concurrent Audit and take immediate steps to look into the causes of irregularities and initiate appropriate corrections. The selected firm/company should follow-up these reports and check whether these deficiencies have been rectified. If the deficiencies have not been rectified within a short period, say one week from the date of the report, or if the deficiencies recur subsequently, the selected firm/company should bring the same to the notice of the Regional Director.
20. The selected firm/company is required to ensure the submission of the monthly reports including the deficiencies noticed to the Office by the 10th of the following month.
21. Reporting requirements
 - i. Monthly audit report and certificate should be submitted in the format prescribed by the Bank.
 - ii. Monthly Audit Report should indicate item-wise action points on the financial and non- financial (major and other) action paras.
 - iii. Monthly Audit Report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
 - iv. Monthly Audit Report should highlight the reasons for inaction in respect of

old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.

- v. Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Regional Director / Officer-in-Charge by recording a special note.
- vi. The Audit Report should avoid making general and vague observations such as “reported”” given to understand’.....” Learnt” etc. instead, Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- vii. Major irregularities / frauds/ leakages in income, if any identified should be brought to the notice of in charge of auditee office, concerned Central Office Department and Inspection Department.
- viii. 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.

Detailed Scope of Work / SYNOPSIS FOR CONCURRENT AUDITORS TO UNDERTAKE

AUDIT OF Reserve Bank of India, Lucknow

The Firm of Concurrent Auditors (CAs) will undertake –

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical C.O. prescribed Control Returns and Statements etc. at the Bank's Central Office Departments, Regional Offices and Training Institutions.
2. An index of areas on which CA firm may draw monthly audit scrutiny report will be given at the time of appointment. The CA firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office/Department/Training Institution audited in their report. The CA firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The CAs will obtain and familiarize with-
 - i) All the items of Audit Areas of Inspection department's Checklist provided by the Office/Department/Training Institution of the Bank.
 - ii) Updated copy of General Administration Manual, Banking Department Manual, and Premises Department Manual available at the respective Office/Department of the Bank to be audited.
 - iii) 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.
 - iv) Copy of Bank's Expenditure Rules and
 - v) 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 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. The vouchers scrutinized will strictly adhere to the Bank's prescribed

guidelines/procedures with reference to following:

- (i) Bank's Expenditure Rule.
- (ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/C Expenditure
- (iii) Sanctioning authority with reference to delegated powers – cadre wise.
- (iv) Posting of 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 and
- (vi) CA will bring to the notice of In-Charge of the Department, in writing, any deviation/ irregularity/lacunae noticed in (i) to(v) above inconsistent with Bank's Expenditure Rules/Banks' General Administration Manual/Central Office prescribed instructions/ guidelines and secure/arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.

6. Under the extant C.O instructions, CA will undertake all (100%) check of all financial transactions at post sanction and post payment stage of work under concurrent audit in Central Establishment Section 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) However, staff related routine bills pertaining to medical and other various reimbursements up to ₹30,000/- shall be exempted from pre – payment (post sanction) audit and should be subjected to Concurrent Audit at the post payment stage to expedite payments.

7. CA will certify the correctness of interest payments made by DoS/DoR/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. CA should verify the adherence to guidelines of NEFT.

CA may undertake the scrutiny of paid bills at the audited office of the Bank strictly as provided in the Premises Department Manual.

10. 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 under para 5(i) to (v) above, CA will examine/scrutinize 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. CAs will also 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 rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.

(vi) 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).

(vii) 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.

(viii) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.

(ix) 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.

(x) CA 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-I-C/CGM/RD/Principal for immediate action/rectification.

Reporting Requirements

11. CA will submit a Monthly Audit Report to the Regional Director/Principal of the concerned audited office/ training institution of the Bank and incorporate comments on the compliance position of the audit irregularities or otherwise in the subsequent report.

12. 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 2023.

13. 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.

14. Checking of the insurance of Bank's properties.

15. Checking of the calculation of pension amount.

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

17. Verification of the calculations of CVPS incentives, Scheme of incentives and penalties in Issue Department.

18. Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department. Whether Insurance policies in respect of the Bank's properties taken are entered in the Document Register. ii) Whether Policies obtained are renewed each year. iii) Checking of revaluation worked out by PMC/ in-Charges of Estate Department / Cell - whether carried out properly. iv) Whether EMS generated inventory numbers are duly given to all articles which require

inventorization (i.e., items costing more than ₹5,000/-)

19. Tax deduction at source, TCS, GST 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.

20. Verification of capitalization transactions of dead stock items by the departments.

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

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

23. To check the PRAN related work whether the employees attached to Lucknow RO have obtained PRAN.

24. To check whether periodical visits of Point of Presence (PoP) entities are arranged by the office to attend to NPS related issues of the bank employees.

Proforma for Bank Guarantee In Lieu Of Earnest Money Deposit

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank).

This deed of guarantee made this _____ day of _____ two thousand _____ between _____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as the Surety), and Reserve Bank Of India, constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai-400 001 INDIA (hereinafter referred to as the Bank). WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Company registered under _____ and having its registered office at _____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with its **Tender for Appointment of Concurrent Auditors for the year 2025-26 by Reserve Bank of India, Lucknow** and the specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per Instructions to tenderers in NIT and special conditions has agreed to furnish a Bank Guarantee valid up to _____ (valid for one year) instead of deposit of earnest money in cash.

NOW THIS WITNESSES:

1 That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.

2 This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.

3 The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order

after the Bank has decided to place order with the Tenderer for the **Tender for Appointment of Concurrent Auditors for the year 2025-26 by Reserve Bank of India, Lucknow**. The Banks' decision in this regard shall be final and binding.

4 The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.

5 Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).

6 This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.

7 The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.

8 Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

9 Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.

10 The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED For and on behalf of or and on behalf of above named Bank.
(Banker's Name and Seal)

Bank Manager
(Banker's seal)

Undertaking regarding declaration of debarment by public institution (s)

(To be submitted by the tenderer on their letterhead)

Name of Work:

1. I/we (Name of bidder)

declares that:

a) I/we or any of our allied firm* is/ are not debarred/suspended/blacklisted by any public institution/entity in India or any other country as on (last date of submission of bid.)

b) I/We or any of our allied firm* have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution/entity in India or any other country in last three years as on (last date of submission of bid).

c) We will inform Bank in writing, in case, I/We or any of our allied firm* is/are debarred/suspended/blacklisted by any public institution/entity in India or any other country on or before award of work for the captioned work.

2. I/we (Name of the bidder) declares that I/We or any of our allied firm* (Name of the allied firm(s) is / are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective upto..... (date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

*Allied firm: A firm would be termed as “allied firm” if the management is common, or substantial or majority shares are owned by the banned/suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

UNDERTAKING

(To be submitted by the tenderer on their letterhead)

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

Further, we are not currently appointed / were not appointed in the past as Statutory
Auditors in DICGC and NHB during the years and

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

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

Date:

Place:

Indicative Checklist of Documents to be submitted on MSTC Portal

1. Memorandum of Association (MoA)
2. Articles of Association (AoA)
3. Latest Constitution Certificate
4. Balance Sheet & Profit & Loss statement of three immediate Previous Financial Years
5. Earnest Money Deposit (2.00% of Contract Value)
6. Form -1 to Form- 5 (As mentioned in different forms).
7. Undertaking (As applicable) as mentioned on Page N0. 45 and 46 of tender documents.
8. All pages/ documents submitted are signed/ attested & stamped.

Form-1: Application for appointment as Concurrent Auditor: Technical Bid Form

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

17	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and up to seven years. [Details of the partners may be provided in the Form-3]	
18	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and up to 10 years. [Details of the partners may be provided in the Form-3]	
19	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years. [Details of the partners may be provided in the Form-3]	
20	Name and membership number of the qualified CAs employed in the firm [Details of the CA employed may be provided in the Form-4]	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy) [Documentary evidence may be submitted]	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor [Details of bank audit experience may be provided in the Form-5]	
24	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience.	
25	Details of previous experience in RBI Audits as Concurrent Auditor / Statutory Central / Branch Auditors.	
26	Name and membership number of Full Time CA Partners who have acquired additional qualifications. [Details of the additional qualifications may be provided in the Form-3]	

27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided.	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

It is declared as under:

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

Place:
Date:

Signature of Authorised Signatory
with the Seal of the CA Firm

Form-2: Application for appointment as Concurrent Auditor: Financial Bid Form

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

Place:

Signature of Authorised Signatory
with the Seal of the firm

Date:

Form-3: Details of Full Time Partners

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

* Indicate only if the partner has acquired the following qualifications

Additional qualification

From

Diploma in Information Systems (DISA)

ICAI

Certified Information System Auditor (CISA)

ISACA,
USA

Certified Public Accountant (CPA)

AICPA,
USA

Certified Internal Auditor (CIA)

IIA, USA

Certified Fraud Examiner (CFE)

ACFE,
USA.

(i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting

(iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management
(vii) Goods and Service Tax

ICAI

Form-4: Details of Full Time Employed CA

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

Form-5: Details of the Experience of the Firm in Banks/RBI Audits

Type of Audit *	Name of the Bank	Branch / Office	No. of years engaged	Experience of the Firm in Banks/RBI Audits (from/to date)

* Statutory Central / Statutory Branch / Concurrent Audit