



भारतीय रिज़र्व बैंक  
Reserve Bank of India  
लेखा परीक्षा, बजट एवं समन्वय कक्ष  
Audit, Budget and Co-ordination Cell  
रायपुर Raipur

**Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026 by Reserve Bank of India, Raipur through E- Procurement**

**E-Tender No. RBI/Raipur Regional Office/HRMD/6/25-26/ET/422  
[Concurrent Auditor- Raipur RO]**

Reserve Bank of India (RBI), Raipur (hereinafter called "The Bank") invites e-tenders from eligible Concurrent Auditor firms (as defined in the tender document) under two-bid system (Technical Bid and Financial Bid), for Appointment of Concurrent Auditors (CAs) for the period from **October 01, 2025, to September 30, 2026.**

The successful tenderer will be eligible for appointment as CAs for a period of one year initially i.e. October 01, 2025 till September 30, 2026, with a provision for re-appointment for a maximum of two more years i.e. from October 01, 2026 till September 30, 2027 and thereafter from October 01, 2027 till September 30, 2028, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the year by the Bank. The appraisal of performance will be done on the parameters including quality of work, adequacy of number of CAs and skilled staff deployed, timeliness of submission of reports, instances of non-reporting, issues flagged by Statutory Auditors which should have been pointed out by the concurrent audit and such other parameters considered relevant by the Office/Department concerned.

The tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprocn>) Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from both the RBI website [www.rbi.org.in](http://www.rbi.org.in) under 'Tender' section and from the website [www.mstcecommerce.com](http://www.mstcecommerce.com) i.e. MSTC portal. The last date for submission of e-Tender is September 15, 2025 till 03:00 P.M. The Part I of the e-Tender will be opened electronically on September 15, 2025, at 04:00 P.M. In the event of any date being declared holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

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.

Any amendment(s)/ corrigendum/ clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website /e-portal for any Amendment/ Corrigendum/ Clarification on the above website.

**Regional Director  
Reserve Bank of India  
Raipur**

## SCHEDULE OF TENDER

**Note:** This is a tender enquiry through MSTC portal. 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](http://www.mstcecommerce.com)) and apply online through e-Tender mode only.

Sr No	Details	Date/ Time
1	Name of e-Tender	Appointment of Concurrent Auditors for Reserve Bank of India, Sector 24, Atal Nagar, Nava Raipur – 492101
2	E -Tender No.	E-Tender No. RBI/Raipur Regional Office/HRMD/6/25-26/ET/422 [Concurrent Auditor- Raipur RO]
3	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> ) <b>(To be filled only by eligible contractors)</b>
4	Estimated value of tender (based on minimum remuneration fee)	₹92,000/- per month exclusive of taxes i.e. ₹11,04,000/- for twelve months exclusive of taxes.
5	Date of Notice Inviting e-tender available for download on RBI website	August 25, 2025 (Monday) at 03:00 PM
6	Date and venue of Pre-Bid meeting(offline)	11:00 AM on September 02, 2025 (Tuesday) at Reserve Bank of India, Sector 24, Atal Nagar, Nava Raipur – 492101, Chhattisgarh
7	Earnest Money Deposit (EMD)	₹26,054.00/- (Rupees Twenty Six Thousand Fifty Four only) (2% of the estimated amount with taxes, to be deposited through NEFT mode only).  The account details for NEFT transaction is as under: Beneficiary Name: Reserve Bank of India, Raipur Beneficiary A/c No: 186003001 IFSC Code: RBISORPPA01 (5th and 10th letter being zero). The details of transactions will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid).
8	Security Deposit	₹65,136- (Rupees Sixty Five Thousand One Hundred and Thirty-Six only) (5% of estimated amount to be deposited by the tenderer to whom the contract has been awarded through NEFT or by submitting Performance Bank Guarantee)
9	Date and time of starting of online submission of e-tender (Technical Bid and Financial Bid) at <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a>	August 25, 2025 (Monday) at 03:00 PM
10	Date & time of closing of online e-tender for submission of e-tender (Technical Bid and Financial Bid)	September 15, 2025 (Monday) at 03:00 PM
11	Date & time of opening of Part-I (Technical Bid)	September 15, 2025 (Monday) at 04:00 PM

12	Date & time 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, Raipur. Such bidder(s) will be intimated regarding date of opening of Part - II (Financial Bid) through valid e-mail id given by them.
13	Transaction Fees (Non-Refundable)	Payment of transaction fee as mentioned in the MSTC portal through MSTC payment Gateway/NEFT/RTGS in favour of MSTC limited or as advised by M/s MSTC limited.
<p>Note: This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.</p>		

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

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

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



**Reserve Bank of India**  
**Audit, Budget and Co-ordination Cell**  
**Raipur**

**Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026 by Reserve Bank of India, Raipur through E- Procurement**

**E-Tender No. RBI/RAIPUR REGIONAL OFFICE/HRMD/6/25-26/ET/422**  
**[Concurrent Auditor Raipur RO]**

Reserve Bank of India (RBI), Raipur (hereinafter called "The Bank") invites e-tenders from eligible Concurrent Auditor firms (as defined in the tender document) under two-bid system (Technical Bid and Financial Bid), for Appointment of Concurrent Auditors (CAs) for the period from **October 01, 2025, to September 30, 2026.**

The successful tenderer will be eligible for appointment as CAs for a period of one year initially i.e. October 01, 2025 till September 30, 2026, with a provision for re-appointment for a maximum of two more years i.e. from October 01, 2026 till September 30, 2027 and thereafter from October 01, 2027 till September 30, 2028, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the year by the Bank. The appraisal of performance will be done on the parameters including quality of work, adequacy of number of CAs and skilled staff deployed, timeliness of submission of reports, instances of non-reporting, issues flagged by Statutory Auditors which should have been pointed out by the concurrent audit and such other parameters considered relevant by the Office/Department concerned.

The tender process will be executed through the e-Tendering portal of MSTC Ltd. (<https://www.mstcecommerce.com/eprocn>) Interested tenderers must register themselves with MSTC Ltd. through the aforementioned website to participate in the tendering process.

Tender document can be downloaded from both the RBI website [www.rbi.org.in](http://www.rbi.org.in)

under 'Tender' section and from the website [www.mstcecommerce.com](http://www.mstcecommerce.com) i.e. MSTC portal. The last date for submission of e-Tender is September 15, 2025 till 03:00 P.M. The Part I of the e-Tender will be opened electronically on September 15, 2025, at 04:00 P.M. In the event of any date being declared holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received after the said date and time, will not be accepted by the Bank.

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.

Any amendment(s)/ corrigendum/ clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website /e-portal for any Amendment/ Corrigendum/ Clarification on the above website.

**Regional Director  
Reserve Bank of India  
Raipur**

## **DISCLAIMER**

The Audit, Budget and Co-ordination Cell (ABCC) of Reserve Bank of India, Raipur, has prepared this document to give background information on the captioned contract to the interested parties. While the Bank has taken due care in the preparation of 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 purpose of this tender is to share requirement of the Bank with all the interested parties in order to enable them to submit their bid. 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 that they do not rely only on the information provided by the Bank in submitting the e-Tender. 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 reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timeline 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.

## Table of Content

<b>Sl. No.</b>	<b>Title</b>	<b>Page No.</b>
1)	Schedule of E- Tender	<b>05-07</b>
2)	Important Instructions for E-Tender	<b>08-11</b>
3)	Important Instructions for bidders	<b>12-15</b>
4)	Tender Document - Content	<b>16</b>
5)	Form 1 (Technical Bid Form)	<b>17-21</b>
6)	Form 2 (Financial Bid Form)	<b>22</b>
7)	Form 3 (Details of Full Time partners)	<b>23</b>
8)	Form 4 (Details of Full Time Employed CA)	<b>24</b>
9)	Form 5 (Details of the Experience of the Firm in Banks/ RBI Audits)	<b>25</b>
10)	Eligibility Criteria	<b>26</b>
11)	Evaluation Criteria	<b>27-28</b>
12)	<u>Annex - 1</u> : Criteria for Technical Bid Evaluation	<b>29-32</b>
13)	<u>Annex - 2</u> : Criteria for Financial Bid Evaluation	<b>33</b>
14)	<u>Annex - A</u> : Undertaking	<b>34</b>
15)	<u>Annex - B</u> : Appointment related information	<b>35-38</b>
16)	<u>Annex - C</u> : Terms and Conditions of Appointment	<b>39-46</b>
17)	<u>Annex - D</u> : Synopsis for Concurrent Auditor (CA) to undertake audit of the Bank.	<b>47-52</b>
18)	<u>Annex - E</u> : Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids	<b>53-54</b>
19)	<u>Annex - F</u> : Performance Bank Guarantee	<b>55-59</b>

## 1. SCHEDULE OF TENDER

**Note:** This is a tender enquiry through MSTC portal. 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](http://www.mstcecommerce.com)) and apply online through e-Tender mode only.

Sr No	Details	Date/ Time
1	Name of e- Tender	Appointment of Concurrent Auditors for Reserve Bank of India, Sector 24, Atal Nagar, Nava Raipur – 492101
2	E -Tender No.	E-Tender No. RBI/RAIPUR REGIONAL OFFICE/HRMD/6/25-26/ET/422 [Concurrent Auditor Raipur RO]
3	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II – Financial Bid through <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> ) <b><u>(To be filled only by eligible contractors)</u></b>
4	Estimated value of tender (based on minimum remuneration fee)	₹92,000/- per month exclusive of taxes i.e. ₹11,04,000/- for twelve months exclusive of taxes.
5	Date of Notice Inviting e-tender available for download on RBI website	August 25, 2025 (Monday) at 03:00 PM
6	Date and venue of Pre-Bid meeting(offline)	11:00 AM on September 02, 2025 (Tuesday) at Reserve Bank of India, Sector 24, Atal Nagar, Nava Raipur – 492101, Chhattisgarh
7	Earnest Money Deposit (EMD)	₹ 26,054.00/- (Rupees Twenty Six Thousand Fifty Four only) (2% of the estimated amount with taxes, to be deposited through NEFT mode only).  The account details for NEFT transaction is as under: Beneficiary Name: Reserve Bank of India, Raipur Beneficiary A/c No: 186003001

		IFSC Code: RBIS0RPPA01 (5th and 10th letter being zero).  The details of transactions will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid).
8	Security Deposit	₹ 65,136 /- (Rupees Sixty Five Thousand One Hundred and Thirty-Six only) (5% of estimated amount to be deposited by the tenderer to whom the contract has been awarded through NEFT or by submitting Performance Bank Guarantee)
9	Date and time of starting of online submission of e-tender (Technical Bid and Financial Bid) at <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> )	August 25, 2025 (Monday) at 03:00 PM
10	Date & time of closing of online e-tender for submission of e-tender (Technical Bid and Financial Bid)	September 15, 2025 (Monday) at 03:00 PM
11	Date & time of opening of Part-I (Technical Bid)	September 15, 2025 (Monday) at 04:00 PM
12	Date & time 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, Raipur. Such bidder(s) will be intimated regarding date of opening of Part - II (Financial Bid) through valid e-mail id given by them.
13	Transaction Fees (Non-Refundable)	Payment of transaction fee as mentioned in the MSTC portal through MSTC payment Gateway/NEFT/RTGS in favour of MSTC limited or as advised by M/s MSTC limited.
<p>Note: This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with RBI as per procedure.</p>		

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

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

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

## 2. Important Instructions for E-Tender

This is an e-procurement event of Reserve Bank of India, Raipur. The e-procurement service provider/Contractor is MSTC Limited.

Tenderers are requested to read the Terms and Conditions of this Tender before submitting their online Tender.

The 'TECHNICAL BID' and the 'FINANCIAL BID' (Part - I & Part – II) has to be submitted online (ONLY) at <https://www.mstcecommerce.com/eprocn>

### Process of e-Tender:

**A) Registration:** The process involves registration of the Tenderer with MSTC e-procurement portal which is free of cost. **Only after registration, the Tenderer(s) can submit his / her / their bids electronically.** Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. **The Tenderer should possess Class III signing and encryption type digital certificate.** The Tenderer/s 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).

1) Tenderers are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU/Govt depts. → Select RBI Logo → Register as Tenderer → Filling up details and creating own user id and password → Submit.

Tenderers will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, Tenderers may contact RBI / MSTC (before the scheduled time of the e-Tender).

### **Contact person (RBI, Raipur):**

a) Shri Amitesh Singh, Assistant General Manager, Reserve Bank of India, Raipur, Chhattisgarh- 492101

Phone: 0771-2244245; +91- 9752323911.

Email id: [amiteshsingh@rbi.org.in](mailto:amiteshsingh@rbi.org.in)

b) Smt. Latika Parmar, Manager, Reserve Bank of India, Raipur, Chhattisgarh- 492101

Phone: 0771-2242332; +91-9337281465

Email id: [latikaparmar@rbi.org.in](mailto:latikaparmar@rbi.org.in)

**Contact details (MSTC Ltd.):**

**a) Contact Details (MSTC) for enquiries/assistance:**

HO Central Help Desk: (For vendors) Phone Number: 07969066600  
[helpdeskho@mstcindia.in](mailto:helpdeskho@mstcindia.in) (Please mention "HO Helpdesk" as subject while sending emails) Availability 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

**b) Contact person (MSTC):**

i) Shri Kumaravel R, Assistant Manager, Mobile – 9946570940 – 0771-2432481 -  
[rpropn1@mstcindia.in](mailto:rpropn1@mstcindia.in)

ii) Google hangout ID- (for text chat) - [mstceproc@gmail.com](mailto:mstceproc@gmail.com)

iii) Shri Rajrohit Khalko, Deputy Manager – Mobile - 9127754867 -  
[rrkhalkho@mstcindia.co.in](mailto:rrkhalkho@mstcindia.co.in)

**B) System Requirements:**

For details, vendor may refer to the DOWNLOAD SYSTEM SETTING GUIDE available <https://www.mstcecommerce.com/eprocn>. All entries in the Tender should be entered in the Formats as specified above without any ambiguity. Tenders will be opened electronically on the specified date and time as given in the Tender.

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

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprocn>. Tenders will be opened electronically on specified date and time as given in the tender.

2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

3. Special Note towards Transaction fee:

The Tenderers shall pay the transaction fee using "Transaction Fee Payment" link under "My Menu" in the Tenderer login. The Tenderers have to select the particular Tender from the event dropdown box. The Tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the Tenderer shall generate a challan by filling up a form. The Tenderer shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the Tenderer shall have the provision of making payment using their Credit /

Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized, and the Tenderer shall be receiving a system generated mail. Transaction fee is non-refundable.

A Tenderer will not have the access to online e-Tender, without making the payment towards the transaction fee.

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

4. The Tenderers are required to ensure that **their email ID provided is valid and updated at the time of registration of Tenderer with MSTC Ltd.** Tenderers are also requested to **ensure validity of their DSC** (Digital Signature Certificate). Tenderers are advised to see Corrigendum, if any, before submitting their bids.

5. E-Tender cannot be accessed after the due date and time mentioned in NIT (Notice Inviting Tender).

#### **6. Bidding in e-Tender:**

a) The process involves Electronic Bidding for submission of Technical and Financial Bid (Part - I & Part - II).

b) Vendor(s) need to deposit EMD and transaction fees (If any) to be eligible to bid online in the e tender. Transaction fees is non-refundable.

c) The Tenderer(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU / Govt. depts. → Login under RBI → My Menu → Auction Floor Manager → Live Event → Selection of the live event.

d) The Tenderer should have running JAVA application. This exercise has to be done immediately after opening of Bid floor and then they have to fill up Common terms / Commercial specification and save the same. After that, they should click on the Technical bid. If the JAVA application does not run, then the Tenderer will not be able to save / submit his Technical bid.

e) After filling the Technical Bid, Tenderers must click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the details has to be filled up and then Tenderers have to click on "save" to record their Financial bid. Once both the Technical Bid & Financial Bid have been saved, Tenderer can click on the "Final Submission" button to register the Bid.

- f) Tenderers may use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
- g) In all cases, Tenderers are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
- h) During the entire e-tender process, the Tenderers will remain completely anonymous to one another and also to everybody else.
- i) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the Tenderer. Any bid will be considered as the valid bid offered by that Tenderer and acceptance of the same by the Tender inviting authority will form a binding contract between Tender inviting authority and the Tenderer for execution of work.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) 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.
- m) **No deviation of the terms and conditions of the tender document is acceptable.** The submission of the bid in the e-tender floor by the Tenderer confirms his/her acceptance of the terms & conditions for the Tender. Any order resulting from this Tender shall be governed by the terms and conditions mentioned therein.

7. Tenderers are requested to read the Tenderer guide and see the video in the page <https://www.mstcecommerce.com/eprocn> to familiarize themselves with the system before bidding. **Tenderers shall quote only base rate without GST for each item as specified in the portal. No change in quoted rates shall be accepted.**

**MSTC portal will be available from 03:00 PM onwards on August 25, 2025, to 03:00 PM on September 15, 2025 for uploading the documents and bidding.**

### 3. Important Instructions for bidders

1. E-tenders are invited under Two Bid system from Category I Chartered Accountant Firms having registered office in State of Chhattisgarh, for Appointment as Concurrent Auditors (CAs) for the year 2025-26, w.e.f. October 01, 2025, to September 30, 2026, at the Bank. The firms which are currently Statutory Auditor/ Statutory Branch Auditors / Concurrent 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 September 30, 2025, are not eligible to apply. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24, 2024-25 and 2025-26 are not eligible to apply. An undertaking ([Annex-A](#)) 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 to the scope of audit, terms and conditions of the captioned tender before submitting their bids.
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. Interested bidders shall upload the filled Form-1 with the signature of 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 (skilled and semi-skilled) and previous experience of similar auditing, etc., on MSTC portal. The firm shall also upload certified documents as mentioned in "Evaluation Criteria" of the tender document. While bidding on MSTC portal, the bidders must ensure to not upload Form-2.
5. Bidder/authorized signatory of the bidder shall sign on each page of the tender. All erasures and alterations/corrections made while filling the forms must be duly authenticated with full signature of authorized person. Overwriting of figures is not permitted. 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. In the first stage, the Technical Bid (Part-I) will be opened at **04:00 P.M. on September 15, 2025, at RBI, Sector 24, Atal Nagar, Nava Raipur – 492101, Chhattisgarh in online mode.** The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of the Bank.

7. The minimum monthly remuneration will be **₹92,000/-** (Rupees Ninety-Two Thousand only) exclusive of GST. The bids indicating less than the minimum monthly remuneration will be out-rightly rejected.

8. 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.

9. The Financial Bid (Part-II) of only those bidders, who have been short-listed, after evaluation of Technical Bid (i.e. Part-I) will be opened. The shortlisted bidders will be intimated regarding date and time of online opening of the financial bids through valid e-mail id given by them.

10. Financial bids shall contain remuneration in Indian Rupees only as per Form 2 both in figures and words

11. 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.**

12. 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.

13. 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.

14. 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.
15. Earnest Money Deposit (EMD): The Tenderer shall provide EMD of ₹ 26,054.00/- (Rupees Twenty Six Thousand Fifty-Four only) through NEFT to “Reserve Bank of India, Raipur” by credit to A/c No. 186003001 and IFSC- RBIS0RPPA01 (5th and 10th letter being zero). The details of transaction will have to be furnished as evidence of deposit of EMD along with technical bid (Part I of the bid) on MSTC portal.
16. Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the Bank. No interest will be paid on EMD. The EMD of unsuccessful Bidders shall be discharged/returned by the Bank after award of work to successful bidder.
17. EMD of the successful bidder shall be forfeited if the bidder:
- i. makes misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria.
  - ii. withdraws his Bid during the period of Bid validity, or
  - iii. has been blacklisted by any government agency and the blacklist is still in force.
18. All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution.
19. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from ABCC, RBI Raipur, **at least three days** before submitting his/ her bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Bank shall be carried out **in writing**. Except for any such written clarification by the Bank which is expressly stated to be an addendum to the tender document issued by ABCC, RBI Raipur, 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.

20. Raipur Regional Office of the Bank is currently functioning from Sector 24, Atal Nagar, Nava Raipur – 492101, Chhattisgarh

#### 4. TENDER DOCUMENT - CONTENTS

1. The Tender Invitation Document has been prepared for the purpose of inviting tenders 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, Raipur**. The tender document comprises of:

- I. Form 1 (Technical Bid Form)
- II. Form 2 (Financial Bid Form)
- III. Form 3 (Details of Full Time partners)
- IV. Form 4 (Details of Full Time Employed CA)
- V. Form 5 (Details of the Experience of the Firm in Banks/ RBI Audits)
- VI. Eligibility Criteria
- VII. Criteria for Technical Bid Evaluation ([Annex-1](#))
- VIII. Criteria for Financial Bid Evaluation ([Annex-2](#))
- IX. Undertaking ([Annex-A](#))
- X. Appointment related information ([Annex-B](#))
- XI. Terms and Conditions of Appointment ([Annex-C](#))
- XII. Synopsis for Concurrent Auditor to undertake audit of the Bank ([Annex-D](#))
- XIII. Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids ([Annex-E](#))
- XIV. Performance Bank Guarantee ([Annex-F](#))

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/their bid.

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

**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 <b>[Documentary evidence may be submitted]</b>	
9	Firm Registration Number with ICAI <b>[Documentary evidence may be submitted]</b>	
10	Unique Code Number - RBI	
11	Firm's RBI Category	
12	GST Number <b>[Copy of the GST Registration may be submitted]</b>	
13	Permanent Account Number (PAN) <b>[Copy of the PAN may be submitted]</b>	
14	Whether currently under cooling period for RBI Concurrent Audit?	
15	Whether previously worked as Statutory	

	Central/ Branch/ Concurrent Auditor in RBI?	
16	Name and membership number of the Full Time Fellow Chartered Accountants (FCAs) Partners who were exclusively associated with the firm throughout the calendar year immediately preceding the year of empanelment.  <b>[Details of the partners may be provided in the Form-3]</b>	
17	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than five years and upto seven years.  <b>[Details of the partners may be provided in the Form-3]</b>	
18	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than seven years and upto 10 years.  <b>[Details of the partners may be provided in the Form-3]</b>	
19	Name and membership number of the full time CA partner who were exclusively associated with the firm for more than 10 years.  <b>[Details of the partners may be provided in the Form-3]</b>	
20	Name and membership number of the qualified CAs employed in the firm  <b>[Details of the CA employed may be</b>	

	<b>provided in the Form-4]</b>	
21	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other activities e.g. consultancy)  <b>[Documentary evidence may be submitted]</b>	
22	Number of Skilled Staff in the firm (Group 2 of CA Intermediate or above)	
23	Number of completed years of experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor  <b>[Details of bank audit experience may be provided in the Form-5]</b>	
24	Name and membership number of Full Time Partners having eight or more years of Bank Statutory Audit Experience.	
25	Details of previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	
26	Name and membership number of Full Time CA Partners who have acquired additional qualifications.  <b>[Details of the additional qualifications may be provided in the Form-3]</b>	
27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years?	

	If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years?  If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949?  If yes, the detail thereof may be provided.	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years?  If yes, the details thereof may be provided.	
31	Have 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.	

I/We declare as under:

(1) I/We confirm that the information furnished above is true and correct and we have not been de-paneled / 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:

Date:

Signature of Authorised Signatory  
with the Seal of the CA Firm

**NOTE:** Form-2 above, is only for information/ reference. Bidders are advised NOT to submit Form-2 (i.e., 'Financial Bid' or Part-II) included within Form-I (i.e., 'Technical Bid' or Part-1) on the MSTC portal as Form-2 (Financial Bid) will be entered in a separate window on portal at the time of entering both bids. *If submitted along with the Part-I, such Financial bids will be summarily rejected.* Bidders must enter the 'Financial Bid' under the 'Event Catalog' on the MSTC portal.

**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

<b>Additional qualification</b>	<b>From</b>
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	ICAI
(iii) Public Finance & Government Account	ICAI
(iv) Concurrent audit of Banks (v) Money Laundering Law	
(vi) Forex and Treasury Management	
(vii) Goods and Service Tax	

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

<b>Name of the employed CA</b>	<b>Date of joining the firm</b>	<b>Membership Number</b>	<b>Other Qualifications</b>	<b>Experience</b>

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

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

\* Statutory Central / Statutory Branch / Concurrent Audit

## 10. Eligibility Criteria

- a) Category I Chartered Accountant Firms having registered office in State of Chhattisgarh, for Appointment as Concurrent Auditors (CAs) for the year 2025-26, w.e.f. October 01, 2025, to September 30, 2026, at the Bank. The firms which are currently Statutory Auditor/ Statutory Branch Auditors / Concurrent 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 September 30, 2025, are not eligible to apply. Additionally, the firms that were/ are appointed as Statutory Auditors in the DICGC and NHB for the years 2023-24, 2024-25 and 2025- 26 are not eligible to apply. An undertaking ([Annex-A](#)) to this effect in the format enclosed in the tender document is required to be submitted by the firm.
- b) The bids indicating less than the minimum monthly remuneration will be out-rightly rejected.
- c) The firm or no partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
- d) The firm or no partner should have been debarred or blacklisted by any Government/Semi –Government organization/institution in India or abroad.

## 11. Evaluation Criteria

Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per methodology given below:

(i) Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.

(ii) Quality, competence and reliability of the firm is of paramount importance along with parameters mentioned at (g) below in this tender. The decision of appointment would be made as under:

a) The appointment methodology consists of two-stage process – technical and financial evaluation – with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. The CA firms securing 60 or more marks (out of 100) in the Technical bid (as per parameters specified and scoring scale), will be eligible for the next stage of financial evaluation. (Detailed in [Annex-1](#))

b) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks as mentioned at (a) above, indicating the date and time set for the next part i.e. opening of the financial bids. The notification will be sent by valid e-mail id as given by the tenderer.

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

d) The maximum marks that can be secured under financial evaluation will be 100.

e) The second stage will be the opening of the financial bids of the firms that have qualified in the technical evaluation. It has been decided that instead of specific points for L1 to L5 bidders, the following formula may be used to normalise the scores considering L1 as base. Some examples under different scenarios under the revised method for financial evaluation are provided in [Annex-2](#) for reference.

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

f) 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.

g) 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.

## Annex-1: Template for Technical Evaluation

### Appointment of Concurrent Auditors in RBI – Technical Evaluation

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. <b>[Maximum 15 Points]</b>	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. <b>[Maximum 12 Points]</b>	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"> <li>• One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years.</li> <li>• One and half point (1.5) for each Full-Time CA partner associated with the firm for more than seven years and upto ten years.</li> <li>• Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years.</li> </ul> <b>[Maximum 10 Points]</b>	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. <b>[Maximum 8 Points]</b>		
5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other	<ul style="list-style-type: none"> <li>• One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai,</li> </ul>	e.g., If a firm is situated in Delhi having average turnover of ₹ 450 lakh, it would be awarded four	

Sr No	Parameters	Scoring Scale	Remarks	Score
	activities e.g. consultancy)	Kolkata, Bangaluru and Hyderabad) <ul style="list-style-type: none"> <li>One point (1.0) each for completed ₹ 60 lakh and its multiples at other places.</li> </ul> <b>[Maximum 10 Points]</b>	points. In non-metro centres, 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 <b>[Maximum 12 Points]</b>	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. <b>[Maximum 20 Points]</b>	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. <b>[Maximum 4 Points]</b>	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"> <li>No Prior Experience of Audits in RBI - [Nil Point]</li> <li>Prior Experience of Audits in RBI - [3.0 Points]</li> </ul> <b>[Maximum 3 Points]</b>	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	
10	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	<ul style="list-style-type: none"> <li>Half point (0.5) each for any of these additional qualifications (i) Diploma in Information Systems (DISA) from ICAI (ii) Certified Information System Auditor (CISA)</li> </ul>	One Full Time CA Partners will be awarded point only for one qualification.	

Sr No	Parameters	Scoring Scale	Remarks	Score
		<p>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.</p> <ul style="list-style-type: none"> <li>• 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 &amp; Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax.</li> </ul> <p><b>[Maximum 6 Points]</b></p>		
<b>PROFESSIONAL TRACK RECORD</b>				
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points]. <b>[Maximum '0' Point]</b>		
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, 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. <b>[Maximum '0' Point]</b>		

Sr No	Parameters	Scoring Scale	Remarks	Score
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. <b>[Maximum '0' Point]</b>		
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. <b>[Maximum '0' Point]</b>		
		<b>TOTAL</b>		

## 13. Criteria for Financial Bid Evaluation

Sl. No	Particulars of the Bid	Formula
1	L-1(Lowest Bid)	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/l-n

**\*Value up to two decimal points**

**The bids indicating less than the minimum monthly remuneration (₹ 92,000/- including all costs and excluding GST) will be out-rightly rejected.**

**14. Undertaking**

We, M/s ..... (Name of the firm)  
having registered office at .....  
.....(Address of firm)

certify that we are NOT currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of RBI and have NOT conducted such audits in RBI since September 30, 2023. Further, we confirm that we were/ are NOT appointed as Statutory Auditors in DICGC and NHB for the years 2023-24, 2024-25 and 2025-26.

Signature of Authorized Signatory with the Seal of the firm

Date:

Place:

**15. Appointment related information**

- I. The CA firm will have to deploy **three** personnel (**at least one qualified CA, two skilled staff**) for Concurrent Audit. Out of which, at least one should be a qualified Chartered Accountant. The Skilled Staff should have a least qualified in Group 2 of the CA Intermediate or Group II of IPCC and undergoing Article Training. However, the Bank reserves the right to call for additional personnel on need basis.
- II. All CA staff should have working knowledge of computers/ IT systems.
- III. Profile of the CA firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing, etc.
- IV. The appointment of the Concurrent Auditor will be initially for a period of one year from October 01, 2025, to September 30, 2026. Subsequently the same can be renewed for second (October 1, 2026, to September 30, 2027) and third year (October 1, 2027, to September 30, 2028) subject to the satisfactory performance in the annual review of the performance of the CA.
- V. The presence of Chartered Accountant/ Partner of Audit Firm in the office is required on a daily basis.
- VI. Monthly audit report should be submitted in the format/s prescribed by the Bank.
- VII. The minimum monthly remuneration would be ₹ 92,000/- (Rupees Ninety Two Thousand Only), inclusive of all costs and exclusive of GST, for undertaking the Concurrent Audit of Raipur Office. The remuneration would remain constant for the whole period of three years and will not be changed on renewal.
- VIII. The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961 and other applicable taxes/cess/surcharge. The quoted remuneration shall be final and irreversible. The payment shall be made electronically within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.

- **Scope of Work**

1. The Concurrent Audit will cover following Departments/Sections/Cells of Raipur Office:
  - a) Consumer Education and Protection Cell.
  - b) Central Establishment Section.
  - c) Department of Supervision.
  - d) Department of Information Technology.
  - e) Estate Cell (including Project Cell).
  - f) Financial Inclusion and Development Department.
  - g) Government Banking Division.
  - h) Human Resources Management Department (including ABC Cell and Protocol & Security Cell).
  - i) Office of Reserve Bank of India Ombudsman (ORBIO).
  - j) Rajbhasha Cell.
  - k) Enterprise-wide Risk Management Cell (ERM Cell).
2. On an average, the number of vouchers to be checked by CAs on a monthly basis is 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.
3. 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.
4. Concurrent Auditor are expected to familiarize themselves with the online reporting application 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.
5. The CAs should undertake the scrutiny of vouchers with reference to the following aspects:
  - i. Adherence to Bank's Expenditure Rules (ER), as updated from time to time.
  - ii. Narration and accounting under the proper head of accounting.
  - iii. Correct accounting of revenue and capital nature of expenditures.

6. Maintenance of all relevant accounts (such as RBI Gen A/c, SGL, supporting Records/Registers etc.) as per prescribed norms.
  - i. Inter-office Reconciliation A/c, Adjustments A/c.
  - ii. Reconciliation and monitoring of charges A/c at monthly intervals.
  - iii. Calculation of claims of Agency commission.
7. The detailed synopsis for CAs is enclosed as [Annex – D](#). The Checklist covering the details of the financial and non-financial areas mentioned in synopsis that need to be investigated while conducting the audit shall be provided to the firm after their appointment. Concurrent Audit as per checklist is mandatory.
8. The CAs should take up audit of vouchers/ records/ records/ registers on the agreed dates / days in consultation with the Raipur Office.
9. The CAs are required to identify deficiencies, if any, noticed for spot rectification.
10. CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
11. 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 reports, etc. as per the requirement of the Office.
12. The CA's functions as specified above may be enlarged/modified at a future date as per the requirement of the Office.
13. The Concurrent Auditor shall 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 return/s which may come in force subsequently) at the designated intervals. Concurrent Auditors to handle TDS / GST notices received (if any) from Income Tax Department /GST Authorities. The firm will also provide professional guidance on matters related to Input Tax Credit on GST and ensure and certify accuracy of the data.

### **Reporting requirements**

1. Monthly audit report and certificate should be submitted in the format prescribed by the Bank latest by 10<sup>th</sup> working day of subsequent month or as specified by the Bank.
2. This report should indicate item-wise action points on financial and non-financial (major and other) action paras.
3. Monthly audit report should also indicate status of compliance in respect of action points pertaining to audit reports which was rectified during the month and the reason for delay,

of the outstanding compliances, if any.

4. Monthly audit report should highlight the reasons for inactions in respect of old outstanding entries in sensitive accounts, such as suspense, sundry etc.
5. 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.
6. Concurrent audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. Major irregularities/frauds/leakages in income, if any identified should be brought to the notice of In-Charge of auditee office, concerned Central Office Department and Inspection Department, Central Office.
8. Checking and certification of Statutory and Regulatory Compliance related to submission of various returns and statements by the Departments/ Office.
9. Furnishing a monthly certificate to the effect that Concurrent Auditors have carried out 100% check of relevant transactions and there is 100% compliance with the relevant statutory and regulatory requirements prescribed by the authorities concerned.
10. Need to furnish Quarterly Fixed Asset Certificate indicating date of capitalization of asset/s (i.e. the date on which the asset/s is put to use).

## **16. Terms and Conditions of Appointment**

The Terms and Conditions of the Agreement between the Bank and the successful applicant are as follows:

1. Items to be covered under CA's Monthly Audit Report, List of Master Circulars, Summary of Financial Irregularities, Summary of Major Irregularities, additional list of items to be included in the check list for CA and Common Irregularities noticed in Annual Accounts/ Returns / Audit Reports will be provided at the time of appointment of the auditor. No relaxation in the transactions to be verified will be made on any account.
2. 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. TDS, TDS on GST, etc. The payment shall be made within a reasonable period from the date of submission of complete bill. The Bank shall not be liable for any penalty for delay in payment for reasons beyond its control. No advance payment of remuneration will be made.
3. RBI will not provide any other facility/ charges to staff of the successful applicant besides suitable sitting space in the office premises. The CA or his/her staff shall not use the properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his/ her job. The CA shall be responsible for taking adequate care of all equipment and material provided by the Bank.
4. The monthly remuneration quoted shall be deemed to have excluded GST / applicable taxes only. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
5. Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2, both in figures and words. No other enclosure is permitted with financial bid. 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.
6. The firm's work areas as specified in the scope and coverage may be enlarged at a future date depending upon the needs of the office.
7. The auditors are expected to identify the problem areas at the office and offer their suggestions to overcome them.
8. The Concurrent Audit as proposed will be an on-going process and for this purpose the supporting vouchers will be made readily available to the auditors.

9. There should not be any delay in subjecting the transactions for Concurrent Audit.
10. The auditors will 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.
11. The auditors will also have to verify and report whether the transactions are properly recorded/ documented and vouched.
12. The auditors are required to point out deficiencies noticed for spot rectification. They are also required to submit a monthly report on major deficiencies noticed to our office.
13. 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.
14. Any adverse remarks on the facets of working of the Departments should be supported by reasons there for.
15. 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 CA firm should follow-up these reports and check whether these deficiencies have been rectified. If the deficiencies have not been rectified within a reasonable period from the date of the report, or if the deficiencies recur subsequently, the same should be brought to the notice of the Regional Director/ Officer-In-Charge.
16. The Audit Report should avoid making general and vague observations. Instead, CA should make it a point to incorporate specific comments duly supported by reasons and the relevant statistical and other data.
17. Monthly Audit Report should invariably indicate item-wise Action Points on Financial, Non-Financial and other Major irregularities observed and state in clear terms that transactions/ vouchers audited have been properly recorded or documented and vouched. The up-to-date status of compliance position of Audit irregularities of earlier reports should be incorporated in the Audit Reports.
18. The CA firm will be required to ensure the submission of the monthly reports (in hard copy as well as soft copy on the Bank's online portal), including the deficiencies noticed, to the Office latest **by the 10<sup>th</sup> working day of the succeeding month positively or as specified by the Bank.**
19. The periodic Audit Reports should invariably highlight details of action and/or reasons of inaction in respect of old and high value outstanding entries in sensitive account, such as Suspense, Sundry, RBI General A/c, etc.
20. Certificates as furnished hereunder should be incorporated in the Monthly Audit Report.
  - a) "The financial operations in the Office were carried out in conformity with the

Systems & Procedures as laid down by the Bank".

b) "The transactions were properly recorded, documented and vouched".

c) "All areas to be audited as per the terms and conditions have been audited by us".

Further, any other certification/observations as required by the Bank may also recorded in the Monthly Audit Report.

- 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 (ICAI) for such actions as they may deem fit.
- 22.** The audit firm will have to furnish an affidavit cum indemnity bond on non-judicial stamp paper (value as per appropriate law) every year at the time of appointment/ extension of term of appointment as to the maintenance of confidentiality and secrecy of Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising as a consequence of disclosure of any information by it.
- 23.** The audit firm has to perform filing of all the GST related returns.
- 24.** The audit firm has to get updated on all the taxation matter as advised from time to time.
- 25.** The presence of Chartered Accountant/ Partner of the firm, along with the staff deployed, is mandatory in the Office premises, on all working days and working Saturdays during working hours (10 A.M. to 5.45 P.M.) or as per discretion of the Bank. The presence of the above staff would be monitored by the Office. In normal course, the team deployed by the firm is not to be shuffled, except under extreme exigency.
- 26.** An indicative list of activities (in detail) covered under the audit is given in Annex-D. All the departments as indicated in the "Scope of Work" above shall be covered under Concurrent Audit. The firm shall assist Bank's staff in determination of all statutory taxes and returns thereof.
- 27.** A meeting of the O-i-C / Management Team/ HoDs of the Office, with the Concurrent Auditors would be held after the end of every quarter to review the working of the office in the quarter and discuss changes in the tax laws/ structure and its impact on the Bank and any other relevant matter.
- 28.** The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

- 29.** The process of selection of concurrent auditors will be completed through limited e-Tendering. All eligible chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-tendering process.
- 30.** Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Please take note of the timeline given in the schedule of the tender.
- 31.** Part-I of the tender will be opened on September 15, 2025 at 04:00 P.M. Part- II of the tender will be opened for eligible tenderers subsequently, on a later date. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.
- 32.** No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
- 33.** All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at Raipur and only Courts in Chhattisgarh shall have the jurisdiction to determine the same.
- 34.** The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the 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.
- 35.** 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.
- 36.** 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.
- 37.** 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. The Bank's decision in this regard shall be final and binding on the successful bidder. Moreover, absence of any one or more of the deployed staff without suitable & similar equivalent

substitute staff would attract a penalty of ₹2,000/- per day. Under all circumstances, it should be ensured that each of the members are deployed in the Bank on a continuous basis. In normal course, the team deployed by the firm should not be shuffled, but only under extreme exigencies, and even in such situations, it should be ensured that the entire team of three (03) skilled staff are replaced in a staggered manner with a minimum gap of one (01) month.

- 38.** The Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.
- 39.** 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 to 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.
- 40.** The firm would be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.
- 41.** 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.
- 42.** The firm shall abide by all the laws of the land in respect of Contract Labour Regulation and Abolition Act, PPF, ESI, Minimum Wages Act and all other applicable Acts. Bank shall not be responsible for any claim on any account for not abiding with these laws. The firm shall give details of the staff (along with the Pass certificates and ID proofs) going to be deployed for Bank's verification. Further, the firm shall carry out police verification of the personnel deployed at Bank's premises for security purposes.

**43.** If the Auditor firm commits any act of insolvency or shall be adjudged an insolvent or being an incorporated company, shall have an order for compulsory winding up made against it, or pass an effective resolution for winding up voluntarily, or subject to supervision of the Court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall show to the reasonable satisfaction of Bank that the firm is able to carry out and fulfil the appointment and to give security thereof, if so required by Bank.

**44. Termination Clause:** If at any time, Bank is not satisfied with the services provided by the firm, the Bank may terminate the contract after giving a notice of one calendar month. The firm, if it wishes to terminate the services, has to provide a similar notice of two calendar month to the Bank.

**45. Commercial conditions and settlement of dispute by Arbitration:** If any dispute, differences or questions shall, at any time, arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the said parties and binding, the same shall be referred to arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof and the decisions of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. Further, such disputes, difference or questions, if any, shall be deemed to have arisen at Raipur and only courts in Raipur shall have jurisdiction to determine the same.

**46. Prevention of Sexual Harassment of Women at Workplace:**

- i. The Contractor / Agency 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 staff / employee/s within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency or the Local Complaints Committee, as applicable and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank or any employee of any other firm working in the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

- iii. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the staff/employee/s of the Contractor, for instance, any monetary relief to the Bank's employee or other firm's employee, if sexual violence by the employee of the Contractor is proved.
- iv. The Contractor shall be responsible for educating its staff / employees about the prevention of sexual harassment at workplace and related issues.

## Signing of Contract Agreement

I. 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.

II. On receipt of intimation from RBI regarding acceptance of the Tender, the successful tenderer shall be bound to implement the Contract from the date specified therein. The successful tenderer shall sign an agreement in accordance with the extant provisions. The successful tenderer shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Chhattisgarh. In case of partnership firms, the Tender submitted on behalf of a firm shall be signed by the partner of the firm on its behalf.

III. 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.

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

**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: .....

## **17. SYNOPSIS OF CONCURRENT AUDIT WORK**

### **The Firm of Concurrent Auditors (CAs) will undertake—**

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical Control Returns prescribed by Central Office and Statements etc. at the Bank's Regional Office at Raipur.
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 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 provided by the Regional Office Raipur 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 for the purpose of audit.
  - iii. All the relevant copies of Master circulars issued by the HRMD, Central Office (CO) and other Central Office Departments. The Audit firm will also arrange to make reference to the CO Circulars incorporated in the Annexures attached to the respective Master Circular issued by CO at the Office/Department of the Bank.
  - iv. Bank's updated Expenditure Rules and DGBA Central Office circular addressed to all the CODs/ ROs/ Training Establishments 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. All financial sanctions will be subjected to Concurrent Audit and the selected firm/company are required to report:
  - i. Excess / Irregularity in financial sanctions by the authority below the rank of RD/O-i-C to the RD/O-i-C
  - ii. Irregular sanctions by the RD/O-i-C to Inspection Department, Central Office

- iii. Indicate whether the financial sanctions/ financial powers exercised by the Officers of the Bank and Regional Director/ O-i-C are as per RBI Expenditure Rules (as updated from time to time).
6. The selected firm/company are also required to incorporate the clause (i), (ii) and (iii) of para 5 in the selected firm/company's report to CO, Inspection Department.
  7. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
    - (i) Hospitalization Bills of existing as well as ex-employees (Direct settlement/Reimbursement Scheme), Claims settled under MAF A/c., Dental Treatment claims, other medical bill reimbursements submitted by staff members and retirees.
    - (ii) Basic Pension, Commutation of 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.
    - (iii) 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 C.O
    - (iv) Annual increment of staff/ Re-fixation of pay in the Promotional Grade
    - (v) All reimbursement claims submitted by staff members and retirees including foreign Tour Bills, TA/HA bills, out of pocket expenses, conveyance charges etc.
    - (vi) Housing loan applications submitted by staff members.
    - (vii) All payments of rents, taxes, water charges, etc.
    - (viii) All payments made to vendors/suppliers/service providers.
    - (ix) Any recovery made from the staff members of the Bank.
    - (x) Arrear payments/recoveries to be made on revision of minimum wages components such as ESIC, PF, basic wages etc.
    - (xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
    - (xii) Calculation of payment of incentives, penalties on the Regulated entities.
    - (xiii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
  8. CA may undertake the scrutiny of paid bills at the audited office of the Bank strictly as provided in the Premises Department Manual.
  9. All (100%) financial transactions irrespective of amount will be covered under concurrent

audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/procedures with reference to the following-

- i) Bank's Expenditure Rules and latest Central Office instructions.
- 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 the day's voucher in the prescribed Charges Account Register 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.

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.

10. Apart from completing 100% check of above transaction-based Vouchers/Claims/Bills etc. of the audit period covered at the concerned Department of the Bank strictly as required under para 6 (i) to (v) above, CA will examine/scrutinize the following —

- (a)** Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books, safe custody of Cheque Books and valuables.
- (b)** Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to DGBA, Central Office. Lists of long and high value outstanding entries in these sensitive accounts e.g., EMD Security Deposits, Drafts payable, Clearing Accounts (Clearing House Balance Account, Clearing House Account, Clearing House Balance - NEFT and Clearing House Account-CTS), Suspense A/c, Sundry Deposit A/c etc. beyond stipulated period (as per Bank's instructions) will be enclosed and commented in the reports.
- (c)** RBI General Account - Maintenance of Manual Prescribed Registers follow up of all outstanding entries under the RBI General A/c at the office will be observed. Specific comment may be made regarding outstanding RBI General A/c entries of Rs 1 lakh and above.

- (d)** Reconciliation, monitoring and certifying the correctness of balances in Charges A/c at monthly and quarterly interval. Charges A/c review suggested as per the CSBD guidelines vis-a-vis approved budget allocation.
- (e)** Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff 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 Accounts with outstanding SGL/GL balance and other related documents/registers
- (f)** 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. should be strictly in conformity with the DGBA CO guidelines, etc.
- (g)** 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.
- (h)** Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc. Certify the monthly confirmation of balances in income and expenditure accounts, dead stock accounts, loan accounts and any other account/ GL heads operated by Regional Office.
- (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 at COD/RO/Training Institution of the Bank audited and that the delegate/s at the Bank's 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 RD/O-i-C/CGM/Principal for immediate action/ rectification.
- (l)** 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 Rules (as updated from time to time).

11. Concurrent Auditor will submit a Monthly Audit Report to the Regional Director of the Raipur

Regional Office and incorporate comments on the compliance position of the audit irregularities pointed out in the previous report or otherwise in the subsequent report.

12. The selected firm/company are advised to use red color pencil while checking/ auditing the records and put a rubber stamp "checked/ audited" with the date and initials on the records subjected to scrutiny.
13. Concurrent Auditor must check the date of capitalization of asset/s (i.e. the date on which the asset/s is put to use) and furnish a quarterly certificate in this regard.
14. Tax deduction at source and timely filing of TDS / GST 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.
15. The Concurrent Auditor should inform the Office on changes in GST rates/ rules/ laws, changes in the minimum wages (base rate, ESIC, PF etc.) as and when notified by the concerned Government Departments from time to time to enable the Office to effect immediate implementation of the changes.
16. Concurrent Auditors shall ensure 100% compliance with Statutory and Regulatory requirements prescribed in relevant Statutes/ Rules/ Acts by RBI Raipur and submit a monthly Statutory and Regulatory compliance certificate in this regard to the Bank.
17. Concurrent Auditor shall render their opinion and suggest the process to be adapted on taxation matters whenever required.
18. **Others:**
  - (a) Whether Sundry Deposit/Suspense/Earnest Money Deposit A/C Registers are maintained in prescribed format.
  - (b) Checking of the Insurance of Bank's property
  - (c) Inward Bill Register, Outstanding Bill Register, Property Register, Inventory Register, Quotation Register, Complaint Register
  - (d) Verification of capitalization transactions of dead stock items by the departments. Capitalization of project, Capitalization of Dead Stock etc., reconciliation of Dead Stock as per Bank's instructions.
  - (e) Depreciation and inventory management of all articles as per CO guidelines.
  - (f) Major projects
  - (g) Dead Stock

(h) Annual Maintenance Contracts

(i) Periodical verification and monitoring of Expenditure vis-à-vis the budgetary allocation

(j) Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.

(k) Daily checking of all entries/ transactions in CBS

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

20. The Concurrent Auditor shall 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 return/s which may come in force subsequently) at the designated intervals. Concurrent Auditors to handle TDS / GST notices received (if any) from Income Tax Department /GST Authorities. The firm will also provide professional guidance on matters related to Input Tax Credit on GST and ensure and certify accuracy of the data.

***The provided items are only suggestive and NOT exhaustive in nature. Detailed department wise Checklist covering above points will be provided to the CA firm after its appointment as Concurrent Auditor.***

***NOTE: Changes/Additions/Deletions in any of the above items will be intimated to the firm by the Bank in writing, which the firm would accept without any corresponding change in remuneration.***

**Certified documents to be uploaded for determining eligibility criteria and evaluation of technical bids**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Certified documents must be uploaded</b>
1)	Proof of being Category I Chartered Accountant (CA) Firm	ICAI Certificate*
2)	Proof of PAN registration	Copy of PAN Card
3)	Proof of GST registration	Copy of GST Registration Certificate
4)	Bidder should be a company registered under Companies Act or an LLP registered under LLP Act or Partnership Firm or Proprietary firm	Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed/ Similar other relevant documents
5)	Details of Partners	i. Partnership Deed and/or similar other relevant document. ii. ICAI Firm Card
6)	Experience of the Firm - No. of years	ICAI Firm card
7)	Number of Full time Fellow Chartered Accountant (FCA) Partners	ICAI Firm card Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed / similar other relevant documents.
8)	Association with the same firm- No. of Partners	ICAI Firm card Copy of the Memorandum and Articles of Association/Certificate of Incorporation/ Partnership Deed / similar other relevant documents.

9)	Number of Full time CA employees presently deployed – Key professional staff	i) Membership number & related ICAI Certificate. ii) Letter of Appointment.
10)	Number of Skilled Staff - Qualified in Group II of IPCC	i) Degree certificate/ Marks sheet issued by ICAI in support of having passed the Group II IPCC exam and ii) Appointment letters issued by the firm
11)	Details of experience of the firm in banks audits as i) As System/ IS auditor ii) As Concurrent Auditor/ Statutory Central/ Branch Auditor	The experience letters should be uploaded year wise.  For the purpose of experience, only the number of years will be considered and not the number of institutions. For example, if in a particular year the firm has conducted audit in three banks, the number of years of experience will be considered only one and not three.
12)	Details of experience in RBI audits* and performance assessment by RBI as Concurrent Auditor/ Statutory Central/ Branch Auditor	The relevant appointment letters and performance assessment report issued by RBI with respect to RBI Audits.
13)	Number of Semi-Skilled Staff qualified in Group I-IPCC	i) Appointment Letters issued by the firm. ii) Degree certificate/ Marks sheet issued by ICAI in support of having passed the Group I IPCC exam
14)	Number of other Assistants	Appointment Letters issued by the firm.
The Bank reserves the right to call for additional documents in support of the above-mentioned parameters.		

\* ICAI Firm Card & ICAI Certificate shall be generated between July 01, 2025 and the last date of submission of bid.

**19. Performance Bank Guarantee**

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

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

The Regional Director  
Reserve Bank of India  
Raipur

Madam/ Sir,

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

Ref.: NIT/Advt.No. \_\_\_\_\_ date \_\_\_\_\_

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Marg, Mumbai, through its office at Reserve Bank of India, Sector 24, Atal Nagar, Nava Raipur – 492101, Chhattisgarh (hereinafter called “the RBI”) has awarded the Contract for the captioned work (hereinafter called the "Contract") to M/s... (Name of the Contractor) (Hereinafter called "the said Contractor", which expression shall include its successors and assignees).\

AND Whereas under the said contract the Contractor is bound to submit to RBI, Raipur a Performance Bank Guarantee (**5% of Contract value**) for a total amount of

₹. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (Amount in figures and words) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, .....(Name of the Bank), (hereinafter called “the Bank”), at the request of M/s, the Contractor, do hereby undertake to pay to RBI, an amount not exceeding **₹.\_\_(Rupees only) (Amount in figures and words)** as Performance

Guarantee for due fulfilment of terms and conditions of the contract.

**NOW THIS GUARANTEE WITNESSETH**

1. We..... (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assignees that in the event of RBI coming to the conclusion that the Contractor has not performed his obligations as per the terms & conditions of the said contract or has committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall, on demand by RBI, pay without demur to RBI, a sum of ₹.\_\_\_\_\_ (Rupees only) (Amount in figures and words) or any lower amount that may be demanded by RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹. (Rupees \_\_\_\_\_ only) (Amount in figures and words)

2. We also agree to undertake and confirm that the sum not exceeding ₹. \_\_\_\_\_ (Rupees only) (Amount in figures and words) as aforesaid shall be paid by us forthwith without any demur or protest, merely on demand from RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by RBI immediately on receipt of the notice as aforesaid.

3. We confirm that our obligation to RBI under this guarantee shall be independent of the agreement or agreements or other understandings between RBI and the Contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of RBI.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, mail, fax or registered post to our local address as aforesaid and if sent by

post, it shall be deemed to have been given when the same has been posted.

**We hereby further agree that –**

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said contract or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding

₹.\_\_\_\_(Rupees\_\_\_\_\_only) (Amount in figures and words)

Our liability under these presents shall not exceed the sum of ₹.

\_\_\_\_(Rupees\_\_\_\_\_only) (Amount in figures and words).

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

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

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

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

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

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

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

Signature and Seal of authorized Bank

Official Name:

Designation:

Stamp/ Seal of the Bank

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

**Witness 1**

Signature:

Name:

Address:

**Witness 2**

Signature:

Name:

Address:

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