



JHARKHAND GRAMIN BANK

REQUEST FOR PROPOSAL BY CHARTERED ACCOUNTANT FIRMS

FOR

CONDUCTING AUDIT OF CUSTOMER SERVICE POINT(CSP)

LOCATED AT VARIOUS LOCATION

ALL OVER JHARKHAND

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RFP No. : FI/001/2025-26

Dated : 10-12-2025

JHARKHAND GRAMIN BANK
HEAD OFFICE
MARKET COMPLEX, 3rd FLOOR, ZILZ PARISHAD OFFICE PREMISES,
KUTCHERY ROAD, RANCHI – 834001

NOTICE FOR INVITATION OF
REQUEST FOR PROPOSAL BY CHARTERED ACCOUNTANT FIRMS
FOR
CONDUCTING AUDIT OF CUSTOMER SERVICE POINT(CSP)
LOCATED AT VARIOUS LOCATION
ALL OVER JHARKHAND

1. Proposals are invited from Chartered Accountant Firms having sufficient experience to conduct Audit of our Bank's 810 (Eight hundred Ten) Customer Service Point (CSPs) being managed and run by Corporate BCs engaged by us. Pursuant to this RFP, the proposal must incorporate the rate of **fees** to be charged by the Audit Firm from the Bank.

Last Date for Submission of Proposal : 01ST **January 2026, 1600 hrs.**

Address for submission : Jharkhand Gramin Bank, FI Department,
Head Office: *Market Complex, 3rd Floor, Zila Parishad Office Premises, Kutchehry More, Ranchi-834001.*

This RFP document contains details eligibility criteria, submission requirement, scope of work.

The Bank reserves the right to accept or reject summarily any or all the proposals without assigning any reason whatsoever.

GENERAL MANAGER

2. Fact Sheet

S. No.	Particulars	Details
1	Publishing of RFP/ Tender on website	December 11, 2025
2	Period of downloading and Submission of tender	Start date: December 11, 2025 to End date, January 01, 2026, 04:00 PM
3	Technical proposal opening	January 03, 2026, 03:30 PM
4	Financial Bid Opening	January 03, 2026 at 04:30 PM
5	Pre-Bid Date	December 17, 2025 at 04:00 PM
6	Cost of Tender	INR 1500/- in Form of Demand Draft in favour of Jharkhand Gramin Bank, Ranchi (to be submitted physically latest by 04:00 PM on 01 January, 2026)
7	Earnest Money Deposit (EMD)	INR 1,00,000/- (Rupees One Lakh only) in form of Demand Draft in favour of Jharkhand Gramin Bank, Ranchi by 04.00 PM on 01 January 2026)
8	Website for downloading Tender Documents	www.jrgbank.bank.in
9	Mode of submission of Tender	Offline
10	Address	Jharkhand Gramin Bank, F I Department Head Office: <i>Market Complex,</i> <i>3rd Floor, Zila Parishad</i> <i>Office Premises, Kutchehry More,</i> <i>Ranchi-834001(Jharkhand)</i>

3. SCOPE OF WORK

- a)** The selected Chartered Accountant Firm's will conduct physical verification cum Audit of 810 CSPs located at various locations of Jharkhand.
- b)** Standard format for Audit report of CSPs will be provided by the Bank which has to be diligently filled in by the visiting Auditor. Separate report for each CSP point will be submitted by the selected Firm.
- c)** The CA Firm must visit every BC/ CSP/ CSP Linked Branch and will conduct Audit as per the standard format enclosed herewith. A Selfie with the Banking Correspondent (BC/CSP) having CSP Board in the background containing Latitude and Longitude of the respective CSP points must be taken by the visiting Auditor and to be submitted along with the audit report.

Payment will be made for those CSPs whose audit report is accompanied with selfies.

- d)** The selected Firm will also submit duly complied Audit Report in excel in addition to hard copies of Audit Report. Format of excel will be provided by the Bank.
- e)** Last date for completion and submission of audit report will be February,15 2026.
- f)** EMD will be forfeited in case the selected Firm is not able to complete work on time.

4. Eligibility

The minimum eligibility criteria is enumerated below.

- a) The applicant CA Firm empaneled with the Comptroller and Auditor General of India (C &AG). (Latest empanelment certificate for FY 2024-25 required)
- b) The bidder should have a minimum experience of 05 (FIVE) years as a practicing firm and should have its Head Office in Ranchi. Proof of firm constitution certificate should be attached.
- c) The bidding Firm must have at least 5 full time Qualified Chartered Accountants associated with the firm.
- d) The bidder should be registered with GST and Income Tax authority. GST Certificate and PAN card to be submitted to us.
- e)** The bidder Firm will not sublet this job to any other firm. **A declaration to this regard must be annexed with RPF papers.**
- f) The firm should not be blacklisted by any entity in India. A self-declaration on letter head of the firm is to be attached with the proposal.
- g) Please importantly note that along with RFP all necessary Annexures as detailed should be invariably attached.

5) **PERIOD OF CONTRACT**: The successful firm has to complete the Audit of all the firms latest by **15th February,2026**.

6) **BIDDING**

Initially, the technical BID will be opened. The Financial BID will be opened in presence of technically qualified bidders. The evaluation committee or its authorized representative will open the tenders. Sequence of opening tender is as below: -

- a) Technical BID
- b) Financial BID

7) **MODE OF SUBMISSION**: Bid/Tender will be submitted physically at address as mentioned in fact sheet. The Tender Fee and EMD will be submitted along with Technical BID. Any technical BID without Tender document fee and EMD will be rejected. EMD amount of unsuccessful Bidders will be returned within 30 days from Tender opening date without any interest on the request of Bidder.

7.1 **SUBMISSION OF RFP**: RFP will be submitted in two separate sealed envelopes headed as Technical BID and Financial BID. Both the envelopes will be sealed in another envelope headed as Request for Proposal for Audit of CSP's of Jharkhand Gramin Bank.

8) **EVALUATION**

Technical Bid

Initially, the technical BID will be open, bidders satisfying all the Criteria as mentioned in Eligibility Criteria will be declared as successful Technical BID Qualifiers.

Financial BID

The Financial BID will be opened for only those Bidders who qualify technically.

The Bidder must quote an **all-inclusive price per CSP (Excluding applicable GST)**.

No separate reimbursement of any form in relation to Travelling allowance, halting allowance, Printing allowance or in any other form/stationary etc. will be quoted/reimbursed by the bank. The firm quoting the lowest amount will be awarded the contract.

9) PAYMENT

No running Bills will be entertained by Bank. Final Bill will be payable after submission of all Audit Reports of allotted CSP's and evaluation of Audit report by Bank authorities. Applicable TDS (Income Tax/GST) will be deducted by Bank.

10) DISCLAIMER

The bank reserves the right to accept or reject any or all responses and to request additional submission of clarification from applicants or any other organization concerned at any stage or to cancel the process entirely without assigning any reason. Any matter of dispute shall be subject to the jurisdiction of Ranchi only.

GENERAL MANAGER