

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**APPOINTMENT OF INTERNAL AUDITOR**  
**FOR THE FY 2026-2027**

**FOR**

**UBI Services Limited**  
504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle  
Estate, MIDC, Thane (W), Pin code – 400604.

**BID FOR APPOINTMENT OF**  
**INTERNAL AUDITOR FOR THE FY 2026-2027**

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**1. Key Information: -**

Sr No.	Particulars	Information / Details
1	Bid Reference Number	UBISL/F&A/2025-26/035
2	Bid Date	February 18, 2026
3	Bid Documents for	Appointment of Internal Auditor for the FY 2026 – 2027
4	Bid Commencement Date	February 18, 2026 (10:00 AM)
5	Pre-bid Meeting	February 25, 2026 (3:00 PM)
6	Last date and time of receipt of bid	March 4, 2026 (6:30 PM)
7	Date & time of opening bid documents	March 6, 2026 (3:00 PM)
8	Address for correspondence / communication	<b>AVP – Finance &amp; Accounts</b> <b>UBI Services Limited</b> <b>Unit No. 504-506, 5<sup>th</sup> Floor, Centrum,</b> <b>Wagle Industrial Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra – 400 604.</b> <b>Phone No.: 022 – 6930 3001 / 3023.</b> <b>Email: - <a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a></b>
9	Bids in a sealed envelopes should super scribe	<b>Bid Name:</b> <b>Bid Notification No.:</b> <b>Bid Date:</b> <b><u>Bidder has to seal Technical Bid &amp; Commercial / Financial Bid in two separate envelopes before putting them in one main/big Bid envelope.</u></b>
10	Contact Person	<b>Mr. Darshak Shah</b> <b>(AVP – Finance &amp; Accounts)</b> <b>Mobile No. 98211 57887</b>

11	Email	<a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a>
12	Contact Number	022 – 6930 3001 / 3023
13	Bid & Other information available on	<a href="https://www.ubisl.co.in/tender.aspx">https://www.ubisl.co.in/tender.aspx</a>

Note: All the rights are reserved by the UBISL for postponement or cancellation of the entire bid process, rejection of bids / individual bid etc. also to modify / add / remove any or all T&C without assigning any reason.

## 2. Background:-

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, and Credit Compliance & Monitoring Cell (CMCC), etc.

UBISL is a sourcing arm of the Bank and generates business from open market through a team of sales members spread across the country. The sales team sources business for various products as per the defined profile allocated to them. Business is generated through a combination of various channels viz. Brokers, Consultants, DSAs, Builders, Dealers etc. Channel partners give business based on commission offered by UBISL to them.

UBISL and Union Bank of India (“UBI” or “Bank”) entered into a Corporate Service Agreement (“CSA”) on September 30, 2025. This agreement is applicable from 1<sup>st</sup> Oct 2025 till 30<sup>th</sup> Sept 2026, which regulates all services provided by UBISL. The CSA outlines the terms and conditions for each category of services provided by UBISL and specifies the compensation payable by Union Bank of India for these services.

### 3. Invitation & Purpose of Bid:

UBI Services Limited (“UBISL” or “The Company”) invites quotations / tenders from practicing Chartered Accountants who are willing to have their firm empaneled as Internal Auditor for the Financial Year 2026 – 2027.

Section 138 of the Companies Act, 2013 read with Rule 13 of the Companies (Accounts) Rules, 2014 mandates that below mentioned classes of companies must appoint an Internal Auditor to conduct internal audit of a company.

**Extract from List of classes of companies:**

Every Unlisted Public Companies meeting ANY of the following criteria (during the preceding financial year):

- Paid-up share capital ≥ ₹50 crore, OR
- Turnover ≥ ₹200 crore, OR
- Outstanding loans/borrowings from banks or public financial institutions > ₹100 crore at any time, OR
- Outstanding deposits ≥ ₹25 crore at any time.

As per the above provisions, it is mandatory to **appoint an auditor for conducting the internal audit of UBISL**. The internal auditor will be responsible for carrying out an independent review and verification of the internal control systems implemented across the organisation.

In line with these requirements, we are in the process of the appointment of a Chartered Accountant firm for undertaking the internal audit engagement.

#### 4. Scope of Work:

The purpose of this RFP is to inform potential Chartered Accountants Firms for appointment of Internal Auditor of the Company for the FY 2026 – 2027. The company reserves its rights to change the assignment scope considering the size and variety of the requirements and changing business conditions.

Detailed Scope of work is given in **Annexure I**.

The audit shall be conducted as per the periodicity prescribed in Annexure I, and the final audit report for each quarter shall be submitted in the **first week of the month immediately following the end of that quarter**.

#### 5. Eligibility Criteria:

The following are the eligibility criteria for appointing Chartered Accountants Firm to conduct the Internal Audit of the Company for the Financial Year 2026 – 2027.

- The bidding firm should be partnership firm / LLP of Chartered Accountants
- The firm should be duly registered with ICAI
- The firm should have qualified Information System Auditor (CISA / DISA), with necessary exposure of system audit since all functions of the company are computerized.
- The firm should not be subject to any of the disqualifications under section 141 of the Companies Act, 2013 for being appointed as Internal Auditors of the Company.
- The Firm or their partner should not have any Intermediary / Partner i.e. Direct Selling Agent (DSA), Dealer, or Direct Selling Executive (DSE) relationship or empanelment with the company.
- The firm should not have been blacklisted by any regulator i.e. RBI, SEBI, NFRA, or any statutory body, regulatory or government authorities for last three years.

## 6. Instructions to Bidders:

- ✦ Interested bidders / firms who can provide internal audit services to the company and meet eligibility criteria, may respond.
- ✦ The bidder should also maintain confidentiality of information shared with them during the tenure of project.
- ✦ The bidders are required to go through the complete RFP documents thoroughly.
- ✦ Bidders must submit their offer in two bid systems i.e. Technical Bid and Commercial Bid in separate sealed covers. Envelopes should be super scribed as “Technical Bid” and Commercial / Price Bid” respectively.
- ✦ The main envelope containing two bids (technical & commercial in separate sealed covers), should be super scribed “Bid for Appointment of Internal Auditor for FY 2026 - 2027”.
- ✦ It is the sole responsibility of the bidder / firm to ensure submission of the bid within due date and time. Submission by way of any other mode i.e. online / digitally is not allowed and will be considered invalid.
- ✦ Bidders / Firms can clarify their queries at pre-bid meetings (February 25, 2026 at 3 PM) to held online and link and timing will be shared in advance. No individual consultation will be entertained. Bidders / Firms should nominate their officials to attend the pre-bid meeting by sending the authority letter on email id [tenders@ubisl.co.in](mailto:tenders@ubisl.co.in). Authority letters should contain the name, designation and email address of authorized officials and letters should be signed by the person authorized by the Partner / Principal Officer of the Bidder / Firm.
- ✦ Technical bids will be opened on March 6, 2026 on 3 PM Bidders / Firm can attend meeting online at the time of opening of bids.
- ✦ If the pre-bid meeting and technical bid date being declared as a holiday, the revised meeting date will be communicated separately.
- ✦ The date of opening commercial bids will be informed to bidders / firms through email after evaluation of technical bid documents.
- ✦ Bidder / Firm should submit / communicate the name, designation of the person who is authorized to attend pre-bid meeting and technical bid meeting with authorization letter.

- ✦ Commercial bid shall be opened for the bidders / firms, who are found technically qualified as per the bid eligibility criteria and scope of coverage.
- ✦ Each page of the bid documents shall be signed by the bidder / firm and company / firm seal should be affixed.
- ✦ The company reserves the right to reject a / all proposal without assigning the reason.
- ✦ The quotation should be valid for at least 90 days from the date of opening of the commercial bid, for finalization of bid process at our end and the quoted rate will not be revised within validity period.
- ✦ The Technical bid will have weightage of 70% and commercial bid will have weightage of 30%. Bidders getting highest score in Technical Bid will be ranked as T1, T2 and T3 and commercial bid score will be ranked on L1, L2 and L3 on the basis of their weightage marks.

The bid documents should be delivered / submitted in sealed envelopes and described as **“BID FOR APPOINTMENT OF INTERNAL AUDITOR FOR FY 2026 – 2027”** to address mentioned above before last date of submission of bids. **The Bidder / Firm should compile two separate envelopes, one for technical bids (Documents and information) another for Financial / Commercial Bids with premium amount.**

The bidder / firm can send their tender documents in soft copy via email to [tenders@ubisl.co.in](mailto:tenders@ubisl.co.in) but documents should be password protected and password can be shared to Head Administration at the time of opening of bid documents which shall be communicated separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document.
- The Company or UBISL may, at its discretion, extend this deadline for submission of bids by amending the RFP Document
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.

- All supporting documents / annexures should be duly signed and sealed by authorized signatories.

## 7. Bid Evaluation Criteria:

Bidder / Firm must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder / Firm in the Technical Bid and Presentation to be given by the bidder. Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

### 7.1 Technical Bid: -

Sr No.	Eligibility Criteria	Marks	Required Documents
1	Chartered Accountant Firm (Practicing Chartered Accountant Firms) should have been in existence for the last 5 years as on March 31, 2026	20	Certificate of Registration / Incorporation of Firm and Profile of the Firm
2	Chartered Accountant Firm should have been engaged as an Internal Auditor for 3 years for providing internal audit services to Corporates / Banks / PSU	20	Client Certificate / Engagement Letter / Appointment Letter (clearly indicating the period).
3	Chartered Accountant Firm should have a permanent/branch office in Mumbai for at least 5 years as on March 31, 2026.	10	Firm Registration certificate issued by ICAI and Shop & Establishment License
4	Chartered Accountant Firm must not be blacklisted / debarked by ICAI, NFRA, SEBI, RBI or any statutory body, regulatory or government authorities or	10	Self-declaration / confirmation signed by authorized partners of the firm. (Refer Annexure IV)

Sr No.	Eligibility Criteria	Marks	Required Documents
	PSU within the last 3 years from RFP date.		
5	Chartered Accountant Firm should provide the list of clients (BFSI Sector) where firm have completed the internal audit.	20	Self-certified list of clients and employment since should provide on Letter head. (Refer Annexure III)
6	Chartered Accountant Firm should have a minimum of 3 Partners (Qualified Chartered Accountants) with experience of internal audit.	20	List of partners on the letterhead of the firm in the format mentioned in the Annexure II.

Note: The certificate from practicing Chartered Accountants should mandatorily contain Unique Document Identification Number generated by ICAI

## 7.2 Financial / Commercial Bid: -

The Bidders should submit their quotation in the separate sealed envelope and should be super-scribed as "Bid for Appointment of Internal Auditor for the FY 2026 - 2027". The financial / commercial bid should be submitted in the format given in Annexure V.

- ✦ The bidders are advised to quote the Audit Fees for the Internal Auditor of the Company for the Financial Year 2026-2027 considering the scope provided in Annexure I and there will no price escalation during the contract period.
- ✦ The Audit fees quoted should be in INR and exclusive of applicable taxes and UBISL will deduct the applicable TDS.
- ✦ The out-of-pocket expenses should be quoted separately, however OPE should not exceed 5% of total fees.

## 8. Annexure I: Scope of Services

The detailed scope of services with frequency coverage of audit scope is defined as follows for the Internal Audit for the FY 2026 – 2027 ;

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
1	Partner / DSA / DSE empanelment	<ul style="list-style-type: none"> <li>⚡ Review of DSA / DSE Policy;</li> <li>⚡ Checking of partner empanelment as per Policy;</li> <li>⚡ Checking of Empanelment Form, KYC documents, BGV Report, other supporting documents and physical forms;</li> <li>⚡ Review of amendments / changes in partner master, process followed and approvals;</li> <li>⚡ Checking Commission slab mentioned in Form and CRM;</li> <li>⚡ Whether commission rate assigned to Partners in CRM as per Commission Framework (applicable);</li> <li>⚡ Whether prior exception approval in place for higher / flat rates;</li> <li>⚡ Whether welcome letter delivered to partner;</li> <li>⚡ Whether BGV/KYC flagging is correct;</li> <li>⚡ Checking whether partner is relatives of employee, employees relative, customer / borrower;</li> <li>⚡ Partner empanelment process followed with maker and checker;</li> <li>⚡ Payment to partners without completed documents if any;</li> <li>⚡ Partners who have done business but have not completed documents;</li> <li>⚡ Checking of duplicate records, etc.</li> </ul>	Monthly	Transaction based

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
2	Incentive payout to employees	<ul style="list-style-type: none"> <li>⚡ Review of Incentive Policy / Framework;</li> <li>⚡ Whether incentives slabs are assigned to employee and incentives within maximum threshold as per Policy?</li> <li>⚡ Whether deals are correctly assigned to employee in CRM;</li> <li>⚡ Checking of Duplicate / incorrect deals, only disbursed deals are considered;</li> <li>⚡ Whether correct weightage assigned to business sourced by employee;</li> <li>⚡ Review of retention of employee incentives and payout to employees with fulfilment of conditions;</li> <li>⚡ Whether exceptional / higher slab/weightage is assigned to employee and with prior approval as per policy;</li> <li>⚡ Verification of Recovery of incentive for rejection / clawback of deals by bank as per policy;</li> <li>⚡ Review of product wise employee;</li> <li>⚡ Checking of Incentive calculated and actually paid to employees;</li> <li>⚡ Changes in the Incentive framework must be duly approved by the MC;</li> <li>⚡ Incentive payments has been duly approved as per the delegation matrix.</li> <li>⚡ Is the minimum threshold observed in all incentive calculations;</li> </ul>	Monthly	Transaction based
3	Commission Payout to partners	<ul style="list-style-type: none"> <li>⚡ Review of Commission Policy / Framework;</li> <li>⚡ Checking of Commission Calculations in detailed with rates, business, etc.;</li> <li>⚡ Review of commission rates assigned to all partners as per Policy;</li> <li>⚡ Checking of deals considered for commission calculation whether</li> </ul>	Monthly	Transaction based

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
		<p>disbursed by bank and within maximum threshold;</p> <ul style="list-style-type: none"> <li>✚ Checking of prior approval in case of higher / flat rates offered to partner;</li> <li>✚ Verification of recovery of commission for rejection / clawback of deals by bank as per policy;</li> <li>✚ All disbursed deals are covered for incentive/commission calculation;</li> <li>✚ Checking of clawbacks by the Bank (along with Credit notes);</li> <li>✚ Review of confirmations obtained from Regional Heads on deals and commission calculated on the same;</li> <li>✚ Commission payments for deals where UBISL has not received the payment from the Bank;</li> </ul>		
4	Review of CSA Agreement	<ul style="list-style-type: none"> <li>✚ Review of CSA Agreement;</li> <li>✚ Whether all terms &amp; conditions of agreement are followed up properly;</li> <li>✚ Bank and UBISL followed the process defined in CSA agreement;</li> </ul>	Monthly	Transaction based
5	Commission / Service charges by UBI	<ul style="list-style-type: none"> <li>✚ All recruitments and other terms as per the CSA agreement in case of manpower vertical;</li> <li>✚ Whether all deals are created in CRM has LAR and disbursed based on Integrated CRM;</li> <li>✚ Checking Deal Reconciliation and confirmed deals with Bank data and checking deals not considered with reasons like ETB, Foreclosure, Dual Labelling, Takeover etc.;</li> <li>✚ Identification of deals not considered / reason / repetitiveness;</li> <li>✚ Checking of manpower services data like employees deputed, attendance and leaves, salary, etc.</li> <li>✚ Checking of commercial charges to Bank as per agreement and deduction made by bank towards penalties and clawback;</li> </ul>	Monthly	Transaction based

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
		<ul style="list-style-type: none"> <li>⚡ Review of Revenue recognition process and Invoice raising process</li> <li>⚡ Exceptions / reversals / other adjustments, if any</li> </ul>		
6	Accounts and Finance	<ul style="list-style-type: none"> <li>⚡ Review of Authorisation &amp; delegation matrix;</li> <li>⚡ Checking of revenue &amp; expenses accounting process and supporting documents;</li> <li>⚡ Whether all expenses / payments made as per authorisation of delegation matrix;</li> <li>⚡ Review of Cash, Bank, Ledgers, and Journal Vouchers etc.;</li> <li>⚡ Review of Bank Reconciliation Statements;</li> <li>⚡ Check statutory compliances (Income Tax, GST, TDS, PT, PF, ESIC etc.) payment and filing of returns etc.;</li> <li>⚡ Checking of GST ITC Mechanism and Reconciliation of GSTR 2A/2B etc.;</li> <li>⚡ Treasury operations;</li> <li>⚡ Review of monthly P&amp;L Statement and variance with Annual Business Plan;</li> <li>⚡ Review of vertical wise &amp; region wise P&amp;L Statement and variance with vertical and region budgets;</li> </ul>	Monthly	Transaction based

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
7	Human Resources	<ul style="list-style-type: none"> <li>⚡ Review of HR Policy;</li> <li>⚡ Review and checking Recruitment &amp; on-boarding process like KYC (including family), BGV, CIBIL, etc;</li> <li>⚡ Checking whether recruitment as per approved and within budgeted employee count;</li> <li>⚡ Review of Training and development of employees;</li> <li>⚡ Review of Payrolls calculation including attendance &amp; leaves, salary, statutory dues, incentives etc;</li> <li>⚡ Review of Sales team productivity, performance monitoring periodically and PIP issuance process;</li> <li>⚡ Review HR compliance on-roll and off-roll by manpower agencies;</li> <li>⚡ Checking of labour law, statutory compliances and other applicable laws;</li> <li>⚡ Review of exit process and formalities and F&amp;F calculation;</li> <li>⚡ Checking of salary as per Offer Letter / Increment Letter and actual salary process;</li> <li>⚡ All recruitments are done after due approvals only;</li> <li>⚡ Interim promotions/ salary corrections and reasons for it;</li> </ul>	Monthly	Transaction Based
8	Admin & Infrastructure	<ul style="list-style-type: none"> <li>⚡ Lease/AMC/Facility agreements; renewals; insurance adequacy and timely renewal.</li> <li>⚡ Rent &amp; utilities: meetings, escalations, TDS on rent, security deposit accounting.</li> <li>⚡ Fixed assets: tagging, movement register; physical verifications;</li> </ul>	Monthly	Risk Based Audit

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
9	Compliance	<ul style="list-style-type: none"> <li>⚡ Adherence of Compliances to all Policies of the Company;</li> <li>⚡ Adherence to Rules &amp; Regulations of various Regulatory Authorities;</li> <li>⚡ RBI Outsourced activities, scope, exclusions, conditions attached, policies, deviations, if any,</li> <li>⚡ Review of directions given by Bank and their compliances;</li> <li>⚡ Review of Employee Grievance Redressal Policy &amp; External Grievance Redressal Policy;</li> <li>⚡ Review of customer / partner / stakeholder's complaints and grievances and action against the same;</li> <li>⚡ Whether all complaints / grievances received are closed / resolved within due date / TAT;</li> <li>⚡ Review of all board and other committees' resolutions are complied, implemented;</li> <li>⚡ Whether all policies are approved by the Board;</li> </ul>	Monthly	Risk Based Audit
10	Risk & Internal control	<ul style="list-style-type: none"> <li>⚡ Review of Risk Management Policy;</li> <li>⚡ Review of SOP, Process Flow charts, Process Checklists;</li> <li>⚡ Review of Risk Control Matrix and RCSA;</li> <li>⚡ Review of ICFR Framework and testing of internal controls;</li> <li>⚡ Review and performing Testing of Design and Effectiveness of Internal Control and KRIs;</li> <li>⚡ Review of Risk awareness training and process;</li> <li>⚡ Enterprise Risk Register— completeness, scoring, mitigation owners, timelines;</li> </ul>	Quarterly	Risk Based Audit
11	Information Technology	<ul style="list-style-type: none"> <li>⚡ Review IT Policy and IT Steering committee minutes and process;</li> </ul>	Monthly	Risk Based Audit

Sr. No.	Activity/Unit	Scope/Coverage	Frequency	Type of audit
		<ul style="list-style-type: none"> <li>⚡ Review of IT Governance framework like Data backup, Backup policy, Access control &amp; management, System updates;</li> <li>⚡ Review of cybersecurity compliances including antivirus, data leakage prevention, system logs;</li> <li>⚡ Review of Business continuity process and BCP drills and reports;</li> <li>⚡ Review of IT control management including access management, system log review, system update review (WSUS / Antivirus / DLP), System monitoring, Change management etc.;</li> <li>⚡ IT steering committee and review of its minutes.;</li> <li>⚡ Cybersecurity: AV/EDR coverage, patch SLAs, VA/PT observations closure;</li> <li>⚡ Network/infra: logs, uptime SLAs, capacity planning, third-party hosting contracts;</li> <li>⚡ BCP/DR: plan currency, RTO/RPO tests; lessons-learnt action closure;</li> </ul>		
12	Secretarial	<ul style="list-style-type: none"> <li>⚡ Review of Secretarial records, registers, documents etc and compliances as defined under Companies Act, 2013;</li> <li>⚡ Review of Board and board constituted committee meetings, notes presented in meetings, agenda papers and minutes;</li> <li>⚡ Review of Action taken reports (ATRs) of board its committees and closure of ATRS and status as on date</li> </ul>	Quarterly	Risk Based audit

**9. Annexure II: Basic Information about the Firm****(To be provided by Bidder / Firm on their Letter Head)**

To,  
UBI Services Limited,  
Mumbai.

**Sub: - Quotation for “Appointment of Internal Auditors for the FY 2026-2027” for UBI Services Limited**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1	<b>Name of the CA Firm / LLP</b>	
2	<b>Address</b>	
3	<b>Telephone / Fax No.</b>	
4	<b>Name of the Partners with membership number (Any five)</b>	
6	<b>Name &amp; Designation of Authorised Person</b>	
7	<b>Mobile No. of AP</b>	
8	<b>Email ID of AP</b>	
9	<b>Year of Establishment</b>	
10	<b>Whether the Firm is Proprietor / Partnership Firm / LLP / Domestic Company</b>	

Sr. No.	Particulars	Remarks
11	PAN of the Firm (Attach self-attested photocopy of the PAN Card)	
12	Self-attested copy of GSTIN Certificate	
13	Date & Registration number of firm with ICAI	
14	Locations of Branch of the firm	
15	No. of Qualified Chartered Accountants working in the Firm	
16	Annual Turnover of the Firm FY 2022 – 2023 FY 2023 – 2024 FY 2024 – 2025 (Please attached copies audited balance sheet and profit & loss account for the last the FY)	

Date:

Place:

Signature &amp; Seal:

Name:

Designation:

## 10. Annexure III: Eligibility criteria Declaration

(To be provided by Bidder / Firm on their Letter Head)

To,  
UBI Services Limited,  
Mumbai.

**Sub: - Quotation for “Appointment of Internal Auditors for the FY 2026-2027”  
for UBI Services Limited**

We have carefully gone through the content of the above-mentioned Bid documents and furnish the following information relating to eligibility criteria.

Sr No.	Eligibility Criteria	Required Documents	Document Enclosed
1	Chartered Accountant Firm (Practicing Chartered Accountant Firms) should have been in existence for the last 5 years as on March 31, 2026	Certificate of Registration / Incorporation of Firm and Profile of the Firm	
2	Chartered Accountant Firm should have been engaged as an Internal Auditor for 3 years for providing internal audit services to Corporates / Banks / PSU	Client Certificate / Engagement Letter / Appointment Letter (clearly indicating the period).	
3	Chartered Accountant Firm should have a permanent/branch office in Mumbai for at least 5 years as on March 31, 2026.	Firm Registration certificate issued by ICAI and Shop & Establishment License	

Sr No.	Eligibility Criteria	Required Documents	Document Enclosed
4	Chartered Accountant Firm must not be blacklisted / debarred by ICAI, NFRA, SEBI, RBI or any statutory body, regulatory or government authorities or PSU within the last 3 years from RFP date.	Self-declaration / confirmation signed by authorized partners of the firm. (Refer Annexure 1)	
5	Chartered Accountant Firm should provide the list of clients (BFSI Sector) where firm have completed the internal audit.	Self-certified list of clients and employment since should provide on Letter head. (Refer Annexure 2)	
6	Chartered Accountant Firm should have a minimum of 3 Partners (Qualified Chartered Accountants) with experience of internal audit.	List of partners on the letterhead of the firm in the format mentioned in the <b>Annexure 3</b> .	

We hereby confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Date:

Place:

Signature & Seal:

Name:

Designation:

**11. Annexure IV: Past Track Service Record****(To be provided by bidder on their Letter Head)**

To,  
UBI Services Limited,  
Mumbai.

**Sub: - Quotation for "Appointment of Internal Auditors for the FY 2026-2027"  
for UBI Services Limited**

List of similar clients (past & present)

<b>Sr No.</b>	<b>Name of Client</b>	<b>Contact person's name &amp; designation</b>	<b>Contact Number &amp; email ID</b>

**Note: Enclose the copy of contract / agreement / purchase order / engagement  
letter etc.**

Date:

Place:

Signature & Seal:

Name:

Designation:

## 12. Annexure V: Declaration regarding Blacklisting / Non-Debarment

(To be provided in Bidders Letter Head)

To,  
UBI Services Limited,  
Mumbai.

**Sub: - Quotation for “Appointment of Internal Auditors for the FY 2026-2027”  
for UBI Services Limited**

We hereby confirm and declare that we, M/s----- is not blacklisted/Deregistered/debarred by any Corporate / Government department/ Public Sector Undertaking/ Private Sector/ or any other Bidder for which we have executed/undertaken the works/services during the last 03 years. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the tender if any to the extent accepted may be cancelled and any necessary action that UBISL deemed may be taken against undersigned.

Date:

Place:

Signature & Seal:

Name:

Designation:

**13. Annexure VI: Commercial / Financial Bid****(To be provided in Bidders Letter Head)**

**To,**  
**UBI Services Limited,**  
**Mumbai.**

**Sub: - Quotation for “Appointment of Internal Auditors for the FY 2026-2027”  
for UBI Services Limited**

Dear Sir / Madam,

<b>Sr No.</b>	<b>Nature of Services</b>	<b>Amount Rs.*</b>
1	Professional Fees towards Transaction /Special Audit for the Financial Year 2026-2027	Rs.....
2	Out-of-pocket expenses (Actual but should not exceed 5% of Fees)	Rs.....
	<b>Total Fees Quoted</b>	

Note:-

- ✦ There bidders are advised to quote the rates strictly in the above giver format in the Commercial bid.
- ✦ The bidder should clarify about the toll and parking charges inclusive or exclusive in abovementioned rates
- ✦ The GST applicable will be paid on actual basis and such as it shall not be included in the proposed rates.

The commercial bid should be submitted in separate sealed envelope and mentioned as "Commercial **Bid for Appointment of Internal Auditors for the FY 2026-2027.**"

Date:

Place:

Signature & Seal:

Name:

Designation:

**14. Annexure VII: Format of Bid Security Declaration form bidders in lieu of Earnest Money Deposit /Bid Security;**

**(To be provided in Bidders Letter Head)**

To,  
**UBI Services Limited,**  
**Mumbai.**

**Sub: - Quotation for “Appointment of Internal Auditors for the FY 2026-2027”  
for UBI Services Limited**

Dear Sir / Madam,

I /We, the authorized signatory of M/s\_\_\_\_\_, participating in the subject Tender No: \_\_\_\_\_, for the job of \_\_\_\_\_, do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the Contract then I / We could be suspended from being eligible for bidding / award of all future tender(s) for a period as applicable as per the Procurement Policy of UBISL.

Date:

Place:

Signature & Seal:

Name:

Designation:

**\*\*\* END \*\*\***