



भारतीय रिज़र्व बैंक
6, संसद मार्ग,
नई दिल्ली-110001

भारतीय रिज़र्व बैंक, नई दिल्ली द्वारा वर्ष 2025-26 के लिए 01 अक्टूबर 2025 से 30 सितंबर 2026 तक समवर्ती लेखा परीक्षकों की नियुक्ति हेतु ई-निविदा

भारतीय रिज़र्व बैंक, नई दिल्ली (जिसे आगे "बैंक" कहा जाएगा), वर्ष 2025-26 के लिए 01 अक्टूबर 2025 से 30 सितंबर 2026 तक समवर्ती लेखा परीक्षकों की नियुक्ति हेतु टू-कवर बिड (तकनीकी और वित्तीय बोली) के तहत ई-निविदाएं आमंत्रित करता है।

समवर्ती लेखा परीक्षकों की नियुक्ति प्रारंभ में एक वर्ष की अवधि के लिए होगी, अर्थात् 1 अक्टूबर 2025 से 30 सितंबर 2026 तक। इसमें यह भी प्रावधान होगा कि कार्यालय/विभाग द्वारा वर्ष के अंत में मूल्यांकन प्रणाली के तहत संतोषजनक कार्य निष्पादन किए जाने पर, एक बार में एक वर्ष के लिए अधिकतम दो और वर्षों के लिए पुनर्नियुक्ति की जा सकती है। आवेदकों को ई-निविदा संबंधी अनुदेशों के अनुसार, निर्धारित प्रारूप में सभी प्रकार से पूर्ण सहायक दस्तावेजों के साथ अपनी बोली 12 अगस्त 2025 को दोपहर 12:00 बजे तक या इससे पहले प्रस्तुत करनी होगी।

भाग-I (तकनीकी बोली) **12 अगस्त 2025 को अपराह्न 03:30 बजे** इलेक्ट्रॉनिक रूप से खोली जाएगी। यदि ऊपर बताई गई किसी भी तिथि को अवकाश घोषित किया जाता है, तो यहां उल्लिखित संबंधित प्रयोजन के लिए अगला कार्य दिवस प्रभावी होगा।

निविदा दस्तावेज़ www.rbi.org.in और www.mstcecommerce.com वेबसाइट से डाउनलोड की जा सकती है। इस निविदा से संबंधित कोई भी संशोधन/शुद्धिपत्र/स्पष्टीकरण केवल वेबसाइट/एमएसटीसी पोर्टल पर ही अपलोड किए जाएंगे। आवेदकों को किसी भी संशोधन/शुद्धिपत्र/स्पष्टीकरण के लिए उपर्युक्त वेबसाइट/एमएसटीसी पोर्टल को नियमित रूप से देखते रहना चाहिए।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
नई दिल्ली

निविदा आमंत्रण सूचना

(केवल ई-खरीद के माध्यम से)

निविदा की समय-सारणी (एसओटी)

टिप्पणी: यह एमएसटीसी पोर्टल के माध्यम से एक सीमित निविदा पूछताछ है। दिल्ली के केवल श्रेणी 1 चार्टर्ड अकाउंटेंट फर्म ही इस निविदा में भाग लेने के लिए पात्र हैं। बोलीदाताओं को सलाह दी जाती है कि वे पहले हमारी वेबसाइट <https://www.rbi.org.in> पर "निविदाएं" लिंक के माध्यम से जाकर अपनी पात्रता की जांच करें। निविदा के लिए आवेदन करने की इच्छुक पात्र फर्मों को एमएसटीसी पोर्टल (<https://www.mstcecommerce.com>) पर पंजीकरण कराना होगा और केवल ऑनलाइन आवेदन करना होगा।

क)	ई-निविदा संख्या	RBI/DELHI OFFICE/HRMD/2/25-26/ET/339 REGIONAL
ख)	निविदा का माध्यम	ई-खरीद प्रणाली (www.mstcecommerce.com/eprochome/rbi) के माध्यम से ऑनलाइन भाग I - तकनीकी बोली और भाग II - वित्तीय बोली)
ग)	वह तिथि जब ई-निविदा आमंत्रण सूचना आरबीआई वेबसाइट पर डाउनलोड के लिए उपलब्ध होगी	28 जुलाई 2025 सांय 18:00 बजे
घ)	बोली-पूर्व बैठक की तिथि (ऑफ़लाइन)	4 अगस्त 2025, दोपहर 3:00 बजे
ङ)	बोली-पूर्व बैठक का स्थान	मानव संसाधन प्रबंध विभाग, भारतीय रिज़र्व बैंक, 6, संसद मार्ग, नई दिल्ली-110001
च)	निविदा का अनुमानित मूल्य (न्यूनतम पारिश्रमिक शुल्क पर आधारित)	जीएसटी सहित 12 महीनों के लिए ₹24,78,000/-
छ)	बयाना जमा राशि (ईएमडी)	अनुमानित लागत का 2% अर्थात ₹49,560/- (उनचास हजार पांच सौ साठ रुपये मात्र)
ज)	ईएमडी जमा करने की अंतिम तिथि	12 अगस्त 2025 सुबह 11:00 बजे तक
झ)	लेनदेन शुल्क	एमएसटीसी पोर्टल पर उल्लिखित लेनदेन शुल्क का भुगतान, एमएसटीसी लिमिटेड के पक्ष में एनईएफटी/आरटीजीएस द्वारा एमएसटीसी भुगतान गेटवे के माध्यम से किया जाएगा।
ञ)	www.mstcecommerce.com/eprochome/rbi पर ई-निविदा (तकनीकी बोली और वित्तीय बोली) ऑनलाइन प्रस्तुत करने की प्रक्रिया शुरू होने की तिथि और समय	28 जुलाई 2025, सांय 18:00 बजे
ट)	ई-निविदा (तकनीकी बोली और वित्तीय बोली) ऑनलाइन प्रस्तुत करने की प्रक्रिया बंद होने की तिथि और समय।	12 अगस्त 2025, दोपहर 12:00 बजे
ठ)	भाग-I के खुलने की तिथि एवं समय (तकनीकी बोली)	12 अगस्त 2025, दोपहर 3:30 बजे

ड)	भाग-॥ (वित्तीय बोली) खुलने की तिथि	भाग-॥ (वित्तीय बोली) केवल उन बोलीदाताओं के लिए इलेक्ट्रॉनिक रूप में खोली जाएगी जिनके भाग-। (तकनीकी बोली) को भारतीय रिज़र्व बैंक, नई दिल्ली द्वारा स्वीकार्य पाया जाता है। ऐसे बोलीदाताओं को उनके द्वारा दी गई वैध ई-मेल आईडी के माध्यम से भाग-॥ (वित्तीय बोली) खोलने की तिथि के बारे में सूचित किया जाएगा।
ढ)	परफॉर्मेंस बैंक गारंटी	संविदा मूल्य का 5% (सफल बोलीदाता द्वारा संविदा अवधि के साथ-साथ उसके बाद के 60 दिनों के लिए जमा किया जाना है)



Reserve Bank of India

Human Resource Management Department

New Delhi

E-Tender

For

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

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, New Delhi, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India, New Delhi (hereinafter referred to as “the Bank”) has taken due care in the preparation of the information contained herein and believe it to be in order, neither the Bank nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by 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 time table 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.

Notice Inviting Tender

(Only through E-Procurement)

Schedule of Tender (SOT)

Note: This is a limited tender enquiry through MSTC portal. Only category 1 Chartered Accountant firms of Delhi are eligible to participate in this Tender. Eligible firms wishing to apply for the tender should register themselves with MSTC Portal (<https://www.mstcecommerce.com>) and apply online only.

A	E-Tender Number	RBI/DELHI REGIONAL OFFICE/HRMD/2/25-26/ET/339
B	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
C	Date of Notice Inviting e-tender available for download on RBI website	July 28, 2025 at 18:00 PM
D	Date of Pre-Bid meeting (offline)	August 04, 2025 at 3:00 PM
E	Venue of Pre-Bid meeting	HRMD, Reserve Bank of India, 6, Sansad Marg, New Delhi-110001
F	Estimated value of tender (based on minimum remuneration fee)	₹ 24,78,000/- for 12 months including GST
G	Earnest Money Deposit (EMD)	2% of the Estimated Cost i.e. ₹49,560/- (Rupees Forty-Nine thousand Five Hundred and Sixty only)
H	Last Date for Submitting EMD	August 12, 2025 by 11:00 AM
I	Transaction fees	Payment of Transaction Fee, as mentioned in the MSTC portal, through MSTC payment gateway by NEFT/ RTGS in favour of MSTC Ltd.
J	Date and time of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 28, 2025, 18:00 PM

K	Date & time of closing of online submission of e-tender (Technical Bid and Financial Bid).	August 12, 2025, 12:00 PM
L	Date & time of opening of Part-I (Technical Bid)	August 12, 2025, 03:30 PM
M	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, New Delhi. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid e-mail id given by them.
N	Performance Bank Guarantee	5% of Contract Value (to be submitted by successful bidder for the contract period plus 30 days beyond that)

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.

Important instructions regarding E-tender

This is an e-procurement event of RBI. The e-procurement Service Provider/Contractor is the MSTC Limited.

You are requested to read and understand the Notice Inviting Tender and subsequent corrigenda if any, before submitting your online tender.

Process of E-tender:

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid over the internet will be done. The Vendor should possess Class III signing and encryption type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE FINANCIAL BID AND THE TECHNICAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprocn/ (Version 3)

1) Vendors are required to register themselves online with

<https://www.mstcecommerce.com/eprocn/>

Register as Vendor -- Filling up details and creating own user id and password for Submission. For further details, go to Download Guide / Video / Registration.

Vendors 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, please contact MSTC/ RBI, (before the scheduled time of the e- tender).

Contact details:

a) HO Central Help Desk:

Phone Number :07969066600

Email: 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 Ltd.):

Northern Regional Office:

Shri Setu Dutt Sharma, Senior Manager,

Mob No: - 7878055855

nroopn3@mstcindia.in

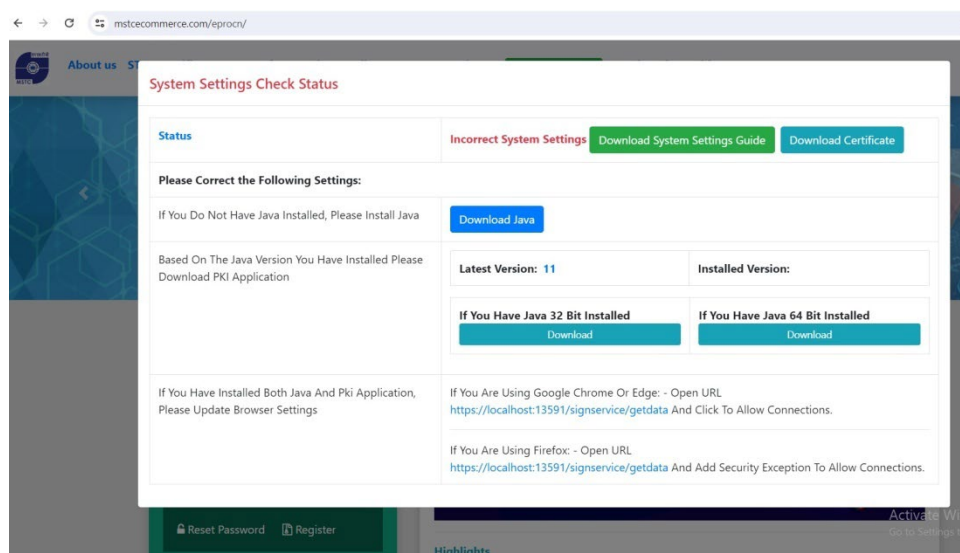
Contact person (RBI, New Delhi):

Shri Avneshwar Singh (Assistant General Manager)
ABCC, Human Resource Management Department,
Reserve Bank of India,
6, Sansad Marg, New Delhi-110001
Tel: 011-23452642; 9459224267; E-mail Id: avneshwarsingh@rbi.org.in

Guide for application process:-

1. System Requirements:

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



2. Process of E-tender:

- The Technical Bid and the Financial Bid shall have to be submitted online at www.mstcecommerce.com/eprochome. Tenders will be opened electronically on specified date and time as given in the tender.
- All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

Special Note Towards Transaction fee:

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

Service Provider / Contractor / Vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, Service Provider / Contractor / Vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized. The transaction fee is non-refundable. A vendor will not have access to online e-tender without payment of the transaction fee.

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

3. The vendors are required to ensure that their corporate email-ID provided is valid and updated at the time of registration of vendor with the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

4. E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender). Transaction fee is non-refundable.

A vendor will not have the access to online e-tender without making the payment towards transaction fee.

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

5. The vendors are required to ensure that their corporate email-id provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

6. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.

Bidding in E-tender:

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

b) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → e- procurement → PSU/Govt. depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.

c) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the technical bid. If this application is not run then the vendor will not be able to save/submit their Technical bid.

d) After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.

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

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

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

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

i) All electronic bids submitted during the e-tender process shall be legally binding on the 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.

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

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

l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms their acceptance of terms & conditions for the tender.

7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

8. No deviation from the technical and financial terms & conditions are allowed.
9. Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize with the system before bidding.

NOTICE

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

I. TENDER NOTICE

1. E-tenders are invited under Two-Cover Bid from Category 1 Chartered Accountants Firms registered with ICAI for Delhi State for **Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by the Bank**
2. The intending bidders should refer to the scope of work, terms and conditions of the tender before submitting the bid.
3. Before submitting the tender, the Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein.
4. In the first stage, the Technical Bids (Part-I) will be opened on August 12, 2025 **at 3:30 PM at RBI, New Delhi.**
5. The Financial Bid (Part-II) of only those bidders, who have been found eligible as per the evaluation criteria, after evaluation of Technical Bids (Part-I) will be opened. The eligible bidders will be intimated separately regarding the date and time of opening the financial bids.
6. No deviations / conditions shall be stipulated by the bidder in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
7. Tender would remain open for acceptance for 90 days from the date of opening Technical Bid (Part-I) of the tender or till the date of finalization of tender (Which may be extended after mutual consent), whichever is earlier.
8. 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.
9. 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.

10. 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.
11. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification through e-mail from HRMD, RBI, New Delhi (abccnewdelhi@rbi.org.in) at least ten (10) days before the last date of submission of 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 HRMD, RBI, New Delhi, no written or oral communication, presentation or explanation by any other employee of the Bank shall be taken to bind or fetter the Bank under the contract.

TENDER DOCUMENT – CONTENTS

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

- i Eligibility Criteria
- ii Scope of Work, Reporting Requirements and Detailed Synopsis
- iii Terms and Conditions
- iv Evaluation Criteria (Technical & Financial)
- v [Annex I](#)-Technical Form
- vi [Annex II](#)-Financial Form
- vii [Annex A](#)-Undertaking
- viii Form 1- Application for appointment as Concurrent Auditor: Technical Bid Form
- ix Form 2- Application for appointment as Concurrent Auditor: Financial Bid
- x Form 3- Details of Full Time Partners
- xi Form 4- Details of Full Time Employed CA
- xii Form 5- Details of experience of the firm in Audit in banks/RBI
- xiii [Annex B](#) - Proforma for Bank Guarantee in Lieu Of Earnest Money Deposit
- xiv Annual Contract Form

2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document.

3. Bids received without the supporting documentary proofs specified certificates shall be rejected and the Bank shall have the right to verify/ cause verification of authenticity of the said documents whenever felt necessary.

4. Bank reserves its right to obtain the performance reports from the clients for the qualifying work/s, Banker/s report of the Bidders directly, if so desired. The Bank on its own may also conduct an inspection of their work eligible/qualifying works referred by the Bidder in their bid.

5. The bid submitted by a bidder who is found to be not satisfying the eligibility criteria will be disqualified from further processing of the tender.

6. Bids containing false and /or incomplete information are liable for rejection / debarment from future tender etc.

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

I. Eligibility Criteria

The Bank invites E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 by the Bank.

1. The applicant firm should be a category 1 Chartered Accountant firm registered with ICAI for Delhi to be eligible for appointment as Concurrent Auditor.
2. The following firms are not eligible to apply:
 - i) Firms which are currently Statutory/ Statutory Branch Auditors/ Concurrent Auditors of the Bank.
 - ii) Firms which have conducted Statutory/ Statutory Branch Audit/ Concurrent Audits in the past but are under cooling period norm of 2 years, since the completion of their tenure.
 - iii) Firms that were/are appointed as Statutory Auditors in DICGC and NHB for the years 2023-24 and 2024-25.
3. An undertaking to this effect in attached [Annex-A](#) is required to be submitted by the firm.

II. Scope of Work

a) The Concurrent Auditors will cover the following departments of New Delhi Regional Office:

- i) Rajbhasha Cell
- ii) Information & Technology Cell
- iii) Zonal Training Centre
- iv) Protocol & Security Cell
- v) Financial Inclusion & Development Department
- vi) Estate Department
- vii) Department of Payment and Settlement System
- viii) Foreign Exchange Department
- ix) Department of Statistics and Information Management
- x) Department of Supervision
- xi) Human Resource Management Department
- xii) Issue Department
- xiii) Office of Reserve Bank of India Ombudsman-I & Office of Reserve Bank of India Ombudsman-II
- xiv) Department of Economic and Policy Research
- xv) Central Establishment Section
- xvi) Banking Department
- xvii) Consumer Education and Protection Cell
- xviii) Enforcement Department
- xix) Legal Cell
- xx) Foreign Exchange Department, CO Cell
- xxi) Project Management Cell (North Zone)
- xxii) Department of Regulation, Nodal RO
- xxiii) Zonal Inspectorate, New Delhi

b) On an average the number of vouchers to be checked by Concurrent Auditors on a monthly basis would be 800. 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.

c) Concurrent Auditors 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.

d) Concurrent Auditors are expected to familiarize themselves with the application (AMS) developed by the Bank for the audit purpose and submit the report/s and create action paras (including rectified paras) as required by the Bank.

e) Concurrent Auditors should undertake the scrutiny of vouchers with reference to following aspects:

- i. Adherence to Bank's Expenditure Rules
- ii. Narration and accounting under the proper head of accounting
- iii. correct accounting of revenue and capital nature of expenditures.

f) 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 interval.
- iii. Calculation of claims of agency commission.

g) The detailed synopsis / checklist for CAS is mentioned ahead. The checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per checklist is mandatory.

h) Concurrent Auditors should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the respective Department.

i) Concurrent Auditors are required to identify deficiencies noticed, if any for spot rectification.

j) The Concurrent Auditors are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.

k) Concurrent Auditors would be required to verify reports related to the periodical Income Review Statement, certify the Weekly Statement of affairs (WSA), Abstract WSA, Income statement, carry forward provision report etc, as per the requirement of the Bank.

l) Concurrent Auditor's functions as specified above may be enlarged at a future date as per the requirement of the Office.

m) 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 returns 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.

n) The presence of the Chartered Accountant/ Partner of the audit firm is required in RBI Premises on a daily basis.

Reporting requirements

- a) The Monthly audit report and certificate should be submitted in the format prescribed by the Bank within 10 working days of subsequent month.
- b) Monthly Audit Report should indicate item-wise action points on the financial and nonfinancial (major and other) action paras.
- c) The Monthly Audit Report should also indicate status of compliance in respect of action points pertaining to audit report which was rectified during the month and the reason for delay, of the outstanding compliances, if any.
- d) The Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.
- e) Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Regional Director / Officer-in-Charge by recording a special note.
- f) Concurrent Audit report should incorporate specific comments, wherever required, duly supported by facts and figures.
- g) Major irregularities / frauds/ leakages in income, if any identified should be brought to the notice of in charge of auditee office, concerned Central Office Department and Inspection Department.
- h) 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.

Detailed Scope of Work / Synopsis for Concurrent Auditors to Undertake Audit of Reserve Bank of India, New Delhi

Note: The scope/areas of the Concurrent Audit detailed below, are subject to revision from time to time and the Concurrent Auditors will be required to audit other items of work which are included in the scope of the Concurrent Audit, as per the instructions of the Bank during the year.

The Concurrent Auditors will undertake:

1. Concurrent audit of Books of Accounts, Records, Registers, Periodicals, Central Office prescribed Control Returns and Statements etc. at the Bank.
2. An index of areas (Scope of Audit) on which Concurrent Auditor firm may draw monthly audit scrutiny report will be given at the time of appointment. The Concurrent Audit firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office audited in their report. The Concurrent Audit firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The Concurrent Auditors will obtain and familiarise themselves with:
 - i) All the items of audit areas of Inspection Department's Checklist provided by the Bank.
 - ii) Updated copy of General Administration Manual, Banking Department Manual and Premises Department Manual available at the respective Office of the Bank to be audited.
 - iii) All the relevant copies of Master Circulars issued by the Human Resource Management Department (HRMD), Central Office and other Central Office Departments. The Audit firm will also arrange to make reference to the Central Office Circulars incorporated in the annexures attached to the respective Master Circular issued by Central Office at the respective Auditee Office of the Bank.
 - iv) Copy of Bank's Expenditure Rules and Department of Government and Bank Accounts (DGBA), Central Office circular addressed to all the CODs/RO's/Training Institutions on the eve of last Annual Closing of Bank's Accounts.

4. The Concurrent Auditor will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office to be audited.
5. All financial transactions of all the departments including Office of Banking Ombudsman, irrespective of their value, will be covered under concurrent audit. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/procedures with particular reference to following:
 - i) Bank's Expenditure Rules.
 - ii) Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure.
 - iii) Sanctioning authority with reference to cadre wise delegated powers.
 - iv) Correctness of the postings of transactions in the respective accounting packages/Posting of day's voucher in the Manual prescribed Charges A/C. Register (DAD 081) and/or in the computer system duly checked/authenticated under the initials of dealing officers.
 - v) General Ledger Accounts/Subsidiary General Accounts/Supporting Records/Registers as prescribed are drawn and properly maintained under the signature/s of the Dealing/Supervising Officials.
 - vi) Concurrent Auditor will bring to the notice of In-Charge of the Department/office, in writing, any deviation/ irregularity/ lacunae noticed in (i) to (v) above inconsistent with Bank's Expenditure Rules/Bank's General Administration Manual/ Central Office prescribed instructions/ guidelines and secure/ arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.
6. All financial transactions irrespective of their value will be covered under concurrent audit including the following:
 - (i) Hospitalisation Bills of existing as well as ex-employees (Direct settlement/ Reimbursement Scheme)
 - (ii) Claims settled under Medical Assistance Fund A/C
 - (iii) All Dental treatment and other medical claims
 - (iv) Basic Pension, Commutation of Pension and other calculations related to pension, Gratuity Claims (including Compassionate Gratuity), Leave Encashment Claims, Guarantee Fund Claims (wherever applicable), Claims of Retiring employees in the audit period. Tax calculation and

Bank/Employee's share in the remittable tax liability on the Superannuation dues payable etc.

- (v) Re fixation of pay of the staff as well as re-fixation of pension in respect of ex- employees, whenever Pay-Scale/Pension Revision Orders are issued by Central Office.
 - (vi) Annual increment of staff/Re fixation of pay in the Promotional Grade.
 - (vii) All foreign tour bills.
 - (viii) Any other claims/bills suggested for 100% audit check under the instructions of Central Office of the Bank, issued from time to time.
 - (ix) All payments of rents, taxes, water charges, etc.
 - (x) All payments made to vendors/ Contractors / service providers.
 - (xi) Collection of rent of visiting officers flat (VOF), transit holiday home (THH), Holiday Homes and other recoveries.
 - (xii) However, staff related routine bills pertaining to medical and other various reimbursements up to ₹30,000/- shall be exempted from pre – payment (post sanction) audit and should be subjected to Concurrent Audit at the post payment stage to expedite payments.
7. Concurrent Auditor will certify the correctness of (i) maintenance of Statutory Liquidity Ratio (SLR)/ Cash Reserve Ratio (CRR) by banks and (ii) calculation of penal interest for any shortfall in CRR/SLR.
8. Concurrent Auditor will certify the correctness of interest payments on the eligible CRR balances maintained by the banks.
9. Verification of calculations of Currency Verification and Processing System (CVPS) incentives, scheme of incentives and penalties and Currency Distribution and Exchange Scheme (CDES) in Issue Department.
10. The Audit of expenditure incurred at Banking Ombudsman Offices of the Bank should be confined to the audit of bills of RBI staff and Banking Ombudsman only.
11. Apart from completing 100% check of above transactions-based Vouchers/ Claims/ Bills etc., Concurrent Auditor will examine/scrutinise following –
- (i) Monthly Scrutiny of Petty Cash A/c and reversal of outstanding balance of Petty Cash A/c.
 - (ii) Surprise audit check of Cheque Books/ Stamps/ Franking Machine balance and other valuables held under the joint custody of officials, as per C.O.

- guidelines/ Manual Provisions carried out by the auditee officials. Concurrent Auditors will undertake the same at least once in a half year.
- (iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.
 - (iv) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc and other monthly statements to be forwarded to DGBA, Central Office. Lists of long and high value outstanding entries in these sensitive accounts beyond one/ two months will be enclosed and commented in the reports.
 - (v) Reconciliation and monitoring of Charges A/c at monthly and quarterly rests. Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.
 - (vi) Concurrent Auditors should verify the entries in the system with reference to the actual transactions/sanctions.
 - (vii) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/c s with outstanding SGL/GL balance and 'C' Registers (for Housing Loan accounts).
 - (viii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc. strictly in conformity with the DGBA, C.O. guidelines.
 - (ix) Concurrent Auditor would be required to verify reports related to the periodical Income Review Statement, certify the Weekly Statement of affairs (WSA), Abstract WSA, Income statement, carry forward provision report etc, as per the requirement of the Bank.
 - (x) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
 - (xi) Concurrent Auditor will ensure that there is no leakage of Interest, Exchange, Commission, Discount etc in the Bank's Income Account of the Bank audited and that the delegates at the Bank's concerned office does/do

not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned O-IC/CGM/RD/Principal for immediate action/rectification.

- (xii) Checking of the insurance of Bank's properties.
- (xiii) Registers to be verified by the auditor may include Sundry Register, Charges Register, Earnest Money Deposit/ Security Deposit Register, Bank Guarantee Register, etc.
- (xiv) Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.

(xv) **Taxation:**

a) The Concurrent Auditor should check and confirm the correctness of tax deducted at source (as to rate applied, time of deduction and time of remittance etc.) and confirm the timely filing of returns by the office.

b) The Concurrent Auditor should check and confirm all statutory taxes and returns thereof. The firm will provide professional guidance on matters related to GST/any other taxes and ensure and certify accuracy of data before filing of GST/any other tax returns.

c) 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.

d) Tax deduction or collection at source and timely filing of returns. 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 filed.

- 12. Any other audit area having financial implications indicated from time to time by New Delhi Office/ Central Office is to be audited by the Concurrent Auditor.
- 13. Concurrent Auditor should verify the adherence to guidelines of NEFT.
- 14. Concurrent Auditor will submit a Monthly Audit Report to the Regional Director of the concerned audited office of the Bank and incorporate comments on the

compliance position of the audit irregularities or otherwise in the subsequent report.

15. A certificate regarding the under noted instructions are to be furnished to our Inspection Department, Central Office, Mumbai on a monthly basis.
 - a) All financial sanctions will be subjected to Concurrent Audit. Excess/ Irregularity in financial sanctions by the authority below the rank of Regional Director will be reported to the Regional Director and also to Inspection Department and all irregular sanctions by the Regional Director will be reported to the Inspection Department directly by the Concurrent Auditors. In case no irregularity is observed, a “NIL” statement will be sent by the Concurrent Auditors to the Inspection Department.
 - b) Financial powers exercised by the Regional Director will be reported by the Concurrent Auditors to the Inspection Department.
 - c) The Concurrent Auditors should indicate whether the exercise of financial sanction/ financial powers by the Officers of the Bank and the Regional Director are as per the revised Reserve Bank of India Expenditure Rule 2023.
16. Concurrent Auditors should verify the entries in the subsidiary book with reference to the actual transactions/sanctions. This would bring out if any fraudulent transaction has been sent to DAD and subsidiary books have been manipulated.
17. Verification of the calculations of penalties for default in maintenance of CRR/SLR by SCB/ DCCBs.
18. Verification of capitalisation transactions of dead stock items by the departments.
19. Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.
20. Certifying half yearly/annual closing account statements to be submitted to Central Office by the RO.
21. To check the PRAN related work whether the employees attached to NDRO have obtained PRAN
22. To check whether periodical visits of Stockholding Corporation of India Limited representatives are arranged by the office to attend to NPS related issues of the bank employees.
23. To check calculation of Late Submission Fee, to check calculation of the amount levied under compounding, to check calculation of penalty imposed on the

Authorised Persons under FEMA, to check expenditure incurred on the advertisement on cancellation of license of FEMC/ AD Category- II, to check the adherence to provisions relating to TDS/GST and Income Tax while making payments towards organising events, legal charges paid to the Bank's advocate and advertisement and any other payments done by the Office.

IV. Terms & Conditions

1. The monthly remuneration quoted should not include GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards.
2. The applicant must use only the forms downloaded from the website/MSTC portal to apply for this tender. The uploaded tender forms must be filled in English. If any of the documents is missing or unsigned, the tender will be considered invalid by the Bank in its discretion.
3. The appointment of the Concurrent Auditors will be for a period of one year initially i.e., from October to September. Subsequently the same will be renewed for second and third year subject to annual review of the CA firm's performance by the office.
4. The minimum monthly remuneration would be ₹1,75,000/- (Rupees One lakh and seventy-five thousand only) exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of Reserve Bank of India, New Delhi. The remuneration would be for the period of three years and will not be changed on renewal.
5. 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.
6. The successful bidder has to adhere to the relevant provision of Banks IS policy.
7. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
8. The remuneration quoted shall be fixed and binding without any escalation whatsoever till one year and on extension of time /renewal.
9. 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.
10. The Concurrent Audit firm will be required to deploy minimum prescribed complement of Staff (one Chartered Accountant, ten Skilled staff) on daily basis. The Skilled Staff should have at least qualified in Group 2 of the CA Intermediate or Group II of IPCC (Integrated Professional Competence Course) and undergoing Article Training. The team should have the working knowledge of computers / systems.
11. The firm / CA shall ensure that the qualification of Article clerks engaged is as per latest ICAI guidelines and that the engaged Article clerks continue with the present assignment for at least six months.

12. **Penalty:** The presence of Chartered Accountant/ Partner of the firm on all working days during working hours is mandatory. The staff as indicated in point no. 6 has to be present on all working days of RBI and observe the working hours of RBI. The presence of the above staff would be monitored by the Bank. Absence of any one or more of the deployed staff/ 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 ten (10) skilled staff are replaced in a staggered manner with a minimum gap of one (01) month.

13. **Termination Clause:** Either party shall be at liberty to terminate the agreement by giving three clear calendar months' notice in writing.

14. The acceptance of offer of contract shall be communicated by the successful bidder such that the acceptance is received by the Bank, within 7 days from the date of issue of the offer. Failure to accept the offer or failure in communicating accordingly within this period shall result in revocation of the offer.

15. No advance shall be paid. Bill for monthly remuneration will be raised by the Concurrent Auditor on a monthly basis. Except under cases of circumstance beyond the control of the Bank, the payment shall be made within fifteen days and not later than forty-five days of production of bills through NEFT, from the date of submission of complete bill. 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. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills.

16. The Concurrent Auditor shall indemnify and keep the Bank indemnified, defend and hold good the 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 Concurrent Auditor on account of misconduct, omission and negligence by the Concurrent Auditor.

17. The Bank will not provide any other facility/charges to staff besides suitable sitting space in the office premises. The Concurrent Auditor or their staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to their job. The Concurrent Auditor shall be responsible for taking adequate care of all equipment and materials provided by the Bank.

18. The Concurrent Auditor has to attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract.

19. The Concurrent Auditor shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
20. It shall be the Concurrent Auditor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the Concurrent Auditor 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.
21. 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.
22. The firm shall abide by all the laws of the land in respect of Labour Act, PPF, ESI, minimum wages etc. 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.
23. The Concurrent Auditor shall be solely responsible for full compliance with the provisions of the **"Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)"**. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint". Any complaint of sexual harassment from any aggrieved staff of the Concurrent Auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Concurrent Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involving the staff of the Concurrent Auditor, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the Concurrent Auditor is proved by the Committee. The Concurrent Auditor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
24. **Force Majeure**
- a) Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control including without limitation any delay caused by acts of governments, acts of God, natural or social calamities, strikes, riots in

any region, network failure, terrorist attack, war (declared and undeclared). However, upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Bank.

b) Neither party shall, by reason of such event, be entitled to terminate the contract in respect of such performance of their obligations.

c) The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed, either party may at its option, terminate the contract.

25. Dispute Resolution:

All disputes arising under the Agreement shall be settled amicably through discussions between the parties. The unresolved dispute then shall be referred to the sole Arbitrator mutually agreed by the parties. The arbitration proceedings shall be conducted through 'fast track procedure' laid down in Section 29B of the Arbitration and Conciliation Act, 1996, as amended from time to time. The award of the arbitrator so appointed shall be final and binding. During the arbitration proceedings the Supplier shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank. This contract is subject to exclusive jurisdiction of courts at Delhi only.

26. Agreement in Bilingual format prescribed in [Annex III](#) on non-judicial stamp paper/s of appropriate values in accordance with the Stamp laws in force in Delhi/ New Delhi. The cost of the stamp paper/s shall be borne by the successful bidder. The agreement will be handed over to the successful bidder by the Bank.

27. Non- disclosure:

a) The Firm/ Company 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 Firm/ Company while discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Firm/ Company shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Firm/ Company 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.

b) Failure to observe the above shall be treated as breach of contract on the part of the Firm/ Company and the Bank shall be entitled to claim damages and pursue legal

remedies. The Firm/ Company shall take all appropriate actions, as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's/ Company's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

c) The selected firm is required to submit an affidavit-cum-indemnity bond on nonjudicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Bank's systems and procedures as also to indemnify the Bank against any claim due to loss or damage arising because of disclosure of any information by it.

28. Earnest Money Deposit:

a) Vendor(s) need to submit necessary EMD, and Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non-refundable. Earnest Money Deposit for a sum of ₹49,560/- to be received by the Bank as per the account details mentioned below on or before 11: 00 AM on August 12, 2025.

Modes of Submission of EMD –

EMD is to be submitted only through one of the following modes:

i) Through NEFT / RTGS to the following account (preferably):

Beneficiary Name: Reserve Bank of India, New Delhi

IFSC: RBIS0NDPA01 (please read the fifth and tenth letter as zero)

Account No.: 0618600300104

[Note: Proof of remittance with transaction number (scanned copy) shall be uploaded in the first e-cover of the tender as proof of submission of EMD.]

ii) Through Demand Draft/ Banker's Cheque/ Bank Guarantee (validity of the Bank Guarantee shall be at least up to validity of the tender as per Clause 7 of Tender Notice, from a Scheduled Bank drawn in favour of Reserve Bank of India, New Delhi. The bidders will be required to submit the Demand Draft/ Banker's Cheque/ Bank Guarantee to:

Assistant General Manager (ABCC)
Human Resource Management Department
Reserve Bank of India, 6, Sansad Marg,
Sansad Marg Area, New Delhi – 110001

Scanned copy of the Demand Draft/ Banker's Cheque/ Bank Guarantee shall be attached/ uploaded in the first e-cover of the tender as proof of submission of EMD.

- b) Under no circumstances, EMD shall be accepted in any other form than stipulated above. A bid which is not accompanied by EMD, shall not be considered and shall be rejected. Failure to comply with the conditions will render the tender void and the tender will be rejected. No interest will be paid on the EMD. Further, EMD submitted in account of another Office of the Bank shall not be considered
- c) The EMD will be forfeited in case the bidder:
- i. withdraws bid after opening of the commercial bid, or
 - ii. fails to commence the work awarded to her/him within the prescribed time limit.
- d) Transaction fees is non-refundable.

29. Clarifications and pre-bid meeting

- i. Bidders requiring any clarification of this document shall contact the Bank in writing at the email address mentioned in this document or raise queries during the pre-Bid meeting. The queries should be sent before the commencement of the pre-Bid meeting.
 - ii. The bidders' designated representatives are invited to attend a pre-Bid meeting on the date indicated in SOT. The purpose of the meeting will be to clarify issues and to answer queries which may be raised at that stage. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a bidder. However, no queries related to the tender may be entertained after the pre-bid meeting.
 - iii. The minutes of the pre-bid meeting will be published on the RBI website and MSTC only and the same shall be binding on all the bidders.
- Any tender received with any deviation/ Condition is liable for rejection.

30. Performance Bank Guarantee -The successful tenderer shall furnish along with the execution of the contract, a Bank Guarantee (BG) @ 5% of Contract Value i.e., ₹ 1,23,900/- (One Lakh Twenty-Three Thousand Nine Hundred only) in accordance with the proforma. The BG shall be valid for a period of ty (30) days after the expiry of contract period. The EMD of such tenderer will be returned on receipt of the Bank Guarantee. Failure of the successful tenderer to submit the Bank Guarantee or execute the work after award of work or to execute the Agreement shall constitute sufficient ground for the annulment of the award, forfeiture of the EMD and debarring such tenderer from participating in any tender or from any business dealings with the Bank for a period of three years. The Bank Guarantee shall be released without interest after two months of expiry of the contract period only after being satisfied of the successful completion of the

contract and no liabilities from the successful tenderer or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.

31. **The applications indicating less than the minimum monthly remuneration (i.e. ₹ 1,75,000/- excluding GST) will be rejected out-rightly.**

32. **Signing of Contract Agreement:**

(i) General instructions to the bidders and special conditions hereinbefore referred to shall be the basis of the final contract to be entered into with the successful bidder.

(ii) 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) 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 (October 01, 2025) 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 New Delhi.

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

(v) The selected firm is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the 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.

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: _____

V. Evaluation Criteria (Technical and Financial)

1. 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.
2. Quality, competence and reliability of the firm is of paramount requirement in this tender.

The decision of appointment would be made as under:

- i. 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 points in technical evaluation (as per parameters specified and scoring scale mentioned in [Annex I](#)) will be considered for the next stage of financial evaluation.
- ii. The Bank shall notify those bidders whose proposals did 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, indicating the date and time set for opening of the financial bids. The notification will be sent by electronic mail.
- iii. The financial bids shall be opened on MSTC portal in the presence of the bidders' representatives who choose to be present (only one representative per bidder).
- iv. 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 Ln bidders, the following formula will be used to normalise the scores considering L1 as base ([Annex-II](#) attached for reference).

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

- v. 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 [70% weightage of 3(i) + 30% weightage of 3(iv)] will be considered as successful bidder and will be appointed as Concurrent Auditor.
- vi. In the event of tie after final evaluation, the tie will 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 will 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 will be considered and so on.

Revised Template for Technical Evaluation

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. [Maximum 15 Points]	Establishment year as per the ICAI data	
2	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs. [Maximum 12 Points]	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	
3	Association of FullTime CA partners with the firm - Number of Partners	- One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years. - One and half point (1.5) for each FullTime CA partner associated with the firm for more than seven years and upto ten years. - Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years. [Maximum 10 Points]	Completed years from the joining date of CA partner.	
4	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. [Maximum 8 Points]		
5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from other	One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai,	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) • One point (1.0) each for completed ₹ 60 lakh and its multiples at other places. [Maximum 10 Points]	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 [Maximum 12 Points]	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/Branch Auditor	Half point (0.5) each for completed one year of experience of the CA firm in bank audits as concurrent Auditors and/ or Statutory Central Auditors and/or Branch Auditors. [Maximum 20 Points]	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	
8	Number of Full Time Partners having eight or more years of Bank Statutory Audit experience.	One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience. [Maximum 4 Points]	e.g., if a firm has five Full Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	
9	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/Branch Auditors.	- No Prior Experience of Audits in RBI - [Nil Point] - Prior Experience of Audits in RBI - [3.0 Points] [Maximum 3 Points]	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	

Sr No	Parameters	Scoring Scale	Remarks	Score
10	Additional qualifications/ continuous skill upgradation of the Full Time CA Partners.	• Half point (0.5) each for any of these additional qualifications (i) Diploma in Information Systems (DISA) from ICAI (ii) Certified Information System Auditor (CISA) from ISACA, USA (iii) Certified Public Accountant (CPA) from AICPA, USA (iv) Certified Internal Auditor (CIA) from IIA, USA (v) Certified Fraud Examiner (CFE) from ACFE, USA. • Quarter point (0.25) each for any of the certification courses from ICAI in viz. (i) IND AS (ii) Forensic Accounting and Fraud Prevention (iii) Public Finance & Government Accounting (iv) Concurrent audit of Banks (v) Anti Money Laundering Law (vi) Forex and Treasury Management (vii) Goods and Service Tax. [Maximum 6 Points]	One Full Time CA Partners will be awarded point only for one qualification.	
PROFESSIONAL TRACK RECORD				
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	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]. [Maximum '0' Point]		

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

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
7	L-n	L1/Ln

*Value upto two decimal points

The applications indicating less than the minimum monthly remuneration (i.e. ₹ 1,75,000/- excluding GST) will be rejected out-rightly.

VIII. UNDERTAKING

We, M/s(Name of the firm) having
registered office at.....
..... (Address of firm)
are NOT currently Statutory Branch Auditors/ Concurrent Auditors of RBI and have NOT
conducted such audits in RBI after October 01, 2023.

Further, we are not currently appointed / were not appointed in the past as Statutory
Auditors in DICGC and NHB during the years 2023-24 and 2024-25.

We confirm that in the event of having rendered service in the past in the capacities
mentioned above, the cooling period of two years prior has elapsed as on October 01,
2025.

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

Date:

Place:

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

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

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

	[Details of the additional qualifications may be provided in the Form-3]	
27	Whether the CA firm or any of its CA partners were reprimanded by National Financial Reporting Authority (NFRA) in the previous three years? If yes, the detail thereof may be provided.	
28	Whether the CA firm or any of its CA partners were reprimanded by Quality Review Board in the previous three years? If yes, the detail thereof may be provided.	
29	Whether the CA firm or any of its CA partner/s and/or any of the CA employee/s of the firm was/were held guilty of professional misconduct during the previous five years under the Chartered Accountants Act 1949? If yes, the detail thereof may be provided.	
30	Whether the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period, in the previous three years? If yes, the details thereof may be provided.	
31	Have you currently applied for appointment as Concurrent Auditor in any other RBI Office/Department? If yes, details thereof	
32	Any other relevant information, the firm wishes to indicate.	

I/We declare as under:

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

Place:

Date:

Signature of Authorised Signatory
with the Seal of the CA Firm

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

Name of the CA Firm	
Complete Address	
Monthly Remuneration for carrying out Concurrent Audit (including all costs and excluding applicable taxes) (Amount in Rupees – in words and figures)	

Place:

Signature of Authorised Signatory

Date:

with the Seal of the 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) together with Form-I (i.e 'Technical Bid' or Part-1) on the MSTC portal. 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

Additional qualification	From
Diploma in Information Systems (DISA)	ICAI
Certified Information System Auditor (CISA)	ISACA, USA
Certified Public Accountant (CPA)	AICPA, USA
Certified Internal Auditor (CIA)	IIA, USA
Certified Fraud Examiner (CFE)	ACFE, USA.
(i) IND AS (ii) Forensic Accounting and Fraud Prevention	ICAI
(iii) Public Finance & Government Accounting	
(iv) Concurrent audit of Banks (v) Anti Money Laundering Law	
(vi) Forex and Treasury Management	
(vii) Goods and Service Tax	

Form-4: Details of Full Time Employed CA

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

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

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

***Statutory Central/ Statutory Branch / Concurrent Audit**

Proforma for Bank Guarantee in Lieu Of Earnest Money Deposit

(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
New Delhi - 110001

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, New Delhi

Ref.: NIT/Advt.No.

date

WHEREAS

Reserve Bank of India, New Delhi Office (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 the Bank, 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 the Bank, an amount not exceeding ₹..... (Rupeesonly) (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 ₹..... (Rupeesonly) (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 contractor 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 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 surety-ship 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 theday 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).

Annual Contract Form / वार्षिक संविदा फॉर्म

This Agreement made at New Delhi on this _____ day of _____ 2025

Between

Reserve Bank of India, 6, Sansad Marg, New Delhi - 110001 having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 (hereinafter called "the Bank") of the one part and _____ (Name and address of the Concurrent Auditor) (hereinafter called "the contractor") of the other part.

WHEREAS the Bank intends to engage the contractor for "Carrying out Concurrent Audit for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 of Reserve Bank of India, New Delhi" and has caused specifications describing the work to be done [as detailed in tender documents (Sections, Annexures, and amendments thereof)].

AND WHEREAS the said specifications and the scope of work [as detailed in tender documents (Sections, Annexures, and amendments thereof)] have been signed by or on behalf of the parties hereto.

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the tender documents (Sections and Annexures thereof) as finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works described in terms and conditions and included in the scope of work as stated in the tender documents (Sections and Annexures thereof).

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. Definitions - In this Agreement, unless there is anything repugnant to the subject or context:

- i) "Agreement" means the agreement signed between the contractor and the Bank for the execution of the work.
- ii) "Work" means the carrying out Concurrent Audit of the Reserve Bank of India, New Delhi for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026.
- iii) "Tender Document" shall mean document named as such issued by the Bank to the Bidders inviting Bids for the Work.
- iv) "Day" shall mean Calendar Day.
- v) "Working Day" shall mean days when the Bank's office is working i.e., Days excluding public holidays, Saturdays, and Sundays.
- vi) "Month" shall mean the calendar month.
- vii) "Year" shall mean Financial Year.
- viii) "Writing" includes any written paper document, e-mail correspondence and any

electronic message.

2. In this Agreement, unless the context requires otherwise words denoting any gender include all genders and words denoting the singular only include the plural and vice versa.

3. **Signing of Contract Agreement:** On receipt of intimation from the Bank regarding acceptance of the Tender, the Contractor shall be bound to implement the Contract from the date specified therein. The Contractor shall sign an agreement in accordance with the extant provisions. The Contractor 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 Delhi/ New Delhi. Any pecuniary liability incurred by the Bank either as additional stamp duty, penalty or otherwise due to inadequacy or inappropriateness of the stamp duty paid by the Contractor shall devolve on the Contractor and the Bank shall be entitled to recover the amount from the Bank Guarantee (BG) or from the bills raised by the Contractor. Where the BG is utilized for the said purpose, the Contractor shall immediately refurnish a fresh BG. Failure to do so may amount to breach of the agreement and consequences thereof shall follow.

4. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- A) The NIT (Notice Inviting Tender) dated July 28, 2025 published by the Bank.
- B) The Tender Document dated July 28, 2025 issued by the Reserve Bank of India, New Delhi on Appointment of Concurrent Auditors for the year 2025-26 w.e.f. October 01, 2025 to September 30, 2026 for Reserve Bank of India, New Delhi.
- C) Bank's Notification of Award (i.e. the work order issued to the Contractor).
- D) Minutes of the Pre-bid meeting, corrigendum and other communication.

5. The Contractor shall carry out all works as stated in the tender documents and shall make good any damages to the property etc.

6. The Bank reserves the right to alter the scope of Audit by adding or omitting any items without prejudice to this Contract.

7. **Bank Guarantee (BG):** The Contractor shall submit an irrevocable Bank Guarantee from a Scheduled Bank as stated in the Tender Document for successful execution of the Contract.

8. The Bank appoints the Contractor for the purpose of "carrying out Concurrent Audit of the Reserve Bank of India, New Delhi" for a period of one year commencing from October 01, 2025 up to September 30, 2026. This contract is for a period of one year commencing from October 01, 2025 up to September 30, 2026.

9. The Contractor shall comply with all the terms and conditions of the above-mentioned documents which are part and parcel of this agreement and forms integral part of this agreement.

10. Presentation and payment of bills:

- i) The Contractor shall present the bills to the Bank. The bill should clearly indicate the details such as, HSN code, GST amount, bill date etc. and any other information required by the Bank.
- ii) Payments of the bills presented will normally be arranged in 30 working days from the date of presentation of the correct bill. However, the Contractor shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any reasons.
- iii) The Bank would be deducting TDS on GST and IT-TDS (wherever applicable) and paying to the Government of India. Hence, individual HSN/SAC wise taxable value along with their GST rate should also be submitted by the Contractor along with the bill.
- iv) The payment will be made through NEFT for which Contractor should give requisite details of bank address, account number, IFSC code etc.
- v) The Contractor must ensure timely filing of GST return in GSTR-1 portal. The data uploaded in the GSTR-1 should invariably tally with the amount mentioned in the invoices raised to the Bank. The Contractor shall intimate the Bank on filing of monthly GST Return, whenever called for by the Bank.

11. Period of Contract:

The contract will be valid for a period of one year i.e., from October 01, 2025 to September 30, 2026.

12. Extension of period of contract:

The contract shall be extendable for maximum period of two years (maximum one year or shorter period at a time) subject to satisfactory performance of the Contractor and subject to both parties (Bank and Contractor) agreeing to same terms and conditions.

13. Termination of the Contract

- a) The Bank reserves the right to terminate the Contract at any point of time by giving Three months' notice period without assigning any reason and without prejudice to any other remedies available to the Bank.
- b) In case of unsatisfactory performance, the Bank reserves the right to terminate the Contract at any point of time without assigning any reason and without prejudice to any other remedies available to the Bank.
- c) In case the Contractor does not wish to continue with the contract, the Contractor shall provide a notice period of three months.

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

15. INDEMNITY CLAUSE:

(a) The Contractor shall keep the Bank and its officers, employees, directors, and representatives indemnified against all claims (including third party claims), actions, losses, damages, costs, expenses, charges, including legal expenses which the Bank may suffer or incur on account of the default on the part of the Contractor due to:

- i) Violations of applicable laws, regulations, guidelines issued by the Government or other statutory authorities during the Contract period; or
- ii) Non-performance of the terms and conditions of the Contract; or
- iii) Breach of the representations and warranties made by the Contractor; or
- iv) Negligent or fraudulent act or omission by the Contractor; or any third party for reasons attributable to the Contractor.

v) The Contractor shall also keep the Bank indemnified against any claim from the staff of the Contractor and it shall be the duty of the Contractor to clearly inform his/her own personnel / staff that they shall have no claim whatsoever against the Bank and they shall not raise any industrial dispute, either directly and / or indirectly, with or against the Bank, in respect of any of their service conditions or otherwise.

vi) Further the Contractor shall at all times indemnify the Bank against all claims which may be made under the Employees' Compensation Act, 1923 or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement.

The Contractor shall be solely responsible for the remuneration and other dues to its employees, as also for omissions / commissions done by them.

(b) The Contractor shall keep the Bank indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. Further, the Contractor shall ensure that no financial or any other liability comes on the Bank, in this respect of any nature whatsoever and shall keep the Bank indemnified in this respect.

16. Dispute Resolution:

All disputes and differences of any kind whatever arising out of or in connection with this appointment shall be referred to Regional Director, New Delhi and settled by him/ her who shall state his/ her decision in writing. Such decision will be in the form of a final certificate or otherwise. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed upon by the parties, in case of disagreement as to the appointment of single arbitrator, to the appointment of two arbitrators one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden of reference, appoint an Umpire. The arbitration proceedings shall be conducted through 'fast track procedure' laid down in Section 29B of the Arbitration and Conciliation Act, 1996, as amended from time to time. The award of the arbitrator so appointed shall be final and binding. During the arbitration proceedings the Contractor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank. This contract is subject to exclusive jurisdiction of courts at Delhi only. All disputes arising out of, or in any way connected with this appointment shall be deemed to have arisen at New Delhi and only Courts in New Delhi shall have the jurisdiction to determine the same

17. Non-Disclosure, Privacy and Data Protection Clause:

The Contractor shall not disclose directly or indirectly any information, data, materials and details of the Bank's, infrastructures/ systems/ equipment etc. which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The software system / application shall have robust data security built into the system / application to ensure confidentiality and protection of the patient related data. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works or any information of the Bank elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information by the Contractor or its employees / agents. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate action with respect to its employees / agents to ensure that the

obligation of non- disclosure of confidential information under the agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

The Contractor shall be responsible for ensuring the confidentiality, integrity, and availability of all data and information systems entrusted to them as part of this engagement.

The Contractor shall be responsible to ensure adequate measures are implemented to safeguard against unauthorized access, data breaches, or any form of compromise to information security.

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

a) The Contractor 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 employees within the premises of the Bank, the complaint shall be referred to the appropriate committee constituted under the said act. The Contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues. The Contractor shall ensure appropriate action under the said act in respect of the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

c) The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the Contractor is proved.

19. Force Majeure

a) Notwithstanding anything else contained in the contract or the Tender Document, neither party shall be liable for any delay in performing its obligations if such delay is caused by circumstances beyond its reasonable control including without limitation any delay caused by acts of governments, acts of god, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and

undeclared). However, upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Bank.

- b) Neither party shall, by reason of such event, be entitled to terminate the contract in respect of performance of their obligations.
- c) The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed, either party may at its option, terminate the contract.

20. Insolvency or death of bidder

In the event of the Contractor being adjudged insolvent or going voluntarily into liquidation or having received order or other order under the Insolvency Act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Contractor failing to comply with any of the conditions herein specified, the Bank shall have the power to terminate the contract without any previous notice. The Contractor's heirs / representatives shall not, have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death without the consent in writing of the Bank. In the event of the Contractor, with such consent aforesaid, transferring his business, and in the event of the Contractor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the terms and stipulations of the contract for the transfer of this properties and business, that such other person or company, shall continue to perform the duties or engagements of the Contractor under this contract and be subject to his liabilities there under. The proof of death and other relevant documents to this effect shall be submitted to the Bank, in writing. Without prejudice to any of the rights or remedies under this contract, in case of sole proprietorship concern if the Contractor dies, the Bank shall have the option of terminating the contract without compensation to the legal heirs, which does not amount to the breach of contract.

21. Statutory compliance to Applicable laws:

The Contractor shall comply with the necessary statutory provisions of the Drugs and Cosmetics Act, 1940 and Rule, 1945, as applicable; Contract Labor (Regulation & Abolition) Act, 1970; Employees state Insurance Act 1948; Employee Compensation

Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act 1965; The Minimum Wages Act, 1948; Employees Liability Act, 1938; Employment of Children Act 1938; Maternity Benefit Act and/or any other rules/regulations and/or statutes that may be applicable to them. The Contractor shall be solely responsible for any violation of provision of the above-mentioned legislative enactments or any other statutory provisions and shall further keep the Bank indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfil any of the obligations hereunder and / or under the said Acts, rules/ regulations/ or any bye-laws or rules framed under or any of these, the Bank shall be entitled to cover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's payment

22. All legal suits, actions or proceedings relating to or arising out of the agreement / contract shall be subject to jurisdiction of courts/tribunals at Delhi only.

Signed for and on behalf of
Reserve Bank of India, New Delhi

Signed for and on behalf. of
M/s _____

Signature
Name :
Designation:
Date:

Signature
Name :
Designation:
Date:

Witness – 1
Signature :
Name :
Designation :
Date :

Witness – 2
Signature :
Name :
Designation :
Date