



**RESERVE BANK OF INDIA  
AUDIT BUDGET & CO-ORDINATION CELL  
PATNA**

**Web Notice**

July 22, 2025

**Appointment of Concurrent Auditors at RBI Patna for the period October 01, 2025 to September 30, 2026**

This is a limited tender enquiry through MSTC portal. E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors at Reserve Bank of India, Patna for the period October 01, 2025 to September 30, 2026 (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank on an annual basis) are invited from only category 1 CA firms of Bihar State subject to terms & conditions given in tender document.

The tender document can be downloaded from website [www.mstcecommerce.com](http://www.mstcecommerce.com). Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommere.com](http://www.mstcecommere.com)) and apply online only. Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) is July 22, 2025 (from 05:00 PM). Date of Pre-Bid meeting (offline) is July 30, 2025, at 11:00 AM. The last date of submission of e-tender on MSTC portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) is August 13, 2025 (2.00 PM). Part-I of Tender (Technical Bid) will be opened on August 13, 2025, at 3.00 PM in presence of tenderer's authorized representative who choose to be present. Part-II of Tender (Financial Bid) will be opened of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Patna. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email given by them. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

The Bank reserves the right to reject any tender without assigning any reason thereof.

Regional Director  
RBI Patna

### Schedule of Tender (SOT)

<b>A</b>	E-tender no.	RBI/Patna Regional office/HRMD/2/25-26/ET/323[Concurrent Auditor Appointment]
<b>B</b>	Name of Tender	Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026 for Reserve Bank of India, Patna
<b>C</b>	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
<b>D</b>	Date of Notice Inviting E-tender available for view/download on MSTC website	July 22, 2025 from 05:00 PM
<b>E</b>	Date of Pre-Bid meeting	July 30, 2025, at 11:00 AM
<b>F</b>	Venue of Pre-Bid meeting (offline)	RBI Patna
<b>G</b>	Estimated value of tender i.e. Minimum Remuneration	₹8,28,000/- (excluding GST) annually @ ₹69,000/- per month (excluding GST)
<b>H</b>	Transaction fees	Payment of transaction fee through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED
<b>I</b>	Date of Starting of online submission of E-tender (Technical Bid and Financial Bid) at <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a>	July 22, 2025, from 05:00 PM
<b>J</b>	Last date of availability of E-tender on website	August 13, 2025
<b>K</b>	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 13, 2025, at 02:00 PM
<b>L</b>	Date & time of opening of Part-I (Technical Bid)	August 13, 2025, at 03:00 PM
<b>M</b>	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, Patna. Such bidder(s) will be informed regarding date of opening of Part- II (Financial Bid) through valid e-mail IDs provided by them.

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

Regional Director  
RBI Patna

Tender for Appointment of Concurrent Auditors for the year  
2025-2026 at  
Reserve Bank of India, Patna

RBI/Patna Regional office/HRMD/2/25-26/ET/323[Concurrent Auditor Appointment]

Period of Contract- October 01, 2025, to September 30, 2026

[Last Date for Receiving of Completed bids: August 13, 2025]



Reserve Bank of India  
Human Resource Management  
Department  
South Gandhi Maidan, Patna

Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



**Reserve Bank of India, Patna**  
**www.rbi.org.in**  
**Audit Budget and Co-ordination Cell (ABCC), South Gandhi Maidan, Patna-**  
**800001, Bihar, India**  
**Phone: 0612-2323913, E-mail: abccpatna@rbi.org.in**

**TENDER NOTICE**

This is a limited tender enquiry through MSTC portal. E-tenders under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors at Reserve Bank of India Patna for the period October 01, 2025, to September 30, 2026 (extendable for two more years subject to the satisfactory performance, as evaluated by the Bank on an annual basis) are invited from only Category - 1 CA firms of Bihar State subject to terms & conditions given in tender document.

The tender document can be downloaded from website [www.mstcecommerce.com](http://www.mstcecommerce.com). Eligible firms wishing to apply should register themselves with MSTC Portal ([www.mstcecommere.com](http://www.mstcecommere.com)) and apply online only. Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) is July 22, 2025 (from 05:00 PM). Date of Pre-Bid meeting (offline) is July 30, 2025, at 11:00 AM. The last date of submission of e-tender on MSTC portal ([www.mstcecommerce.com](http://www.mstcecommerce.com)) is August 13, 2025 (2.00 PM). Part-I of Tender (Technical Bid) will be opened on August 13, 2025, at 3.00 PM in presence of tenderer's authorized representative who choose to be present. Part-II of Tender (Financial Bid) will be opened of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Patna. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid email given by them. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

The Bank reserves the right to reject any tender without assigning any reason thereof.

Regional Director  
RBI Patna

Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



**Schedule of Tender (SOT)**

<b>A</b>	E-tender no.	RBI/Patna Regional office/HRMD/2/25-26/ET/323[Concurrent Auditor Appointment]
<b>B</b>	Name of Tender	Appointment of Concurrent Auditors for the period October 01, 2025, to September 30, 2026, for Reserve Bank of India, Patna
<b>C</b>	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through <a href="http://www.mstcecommerce.com/eprochome/rbi">www.mstcecommerce.com/eprochome/rbi</a> )
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<b>G</b>	Estimated value of tender i.e. Minimum Remuneration	₹8,28,000/- (excluding GST) annually @ ₹69,000/- per month (excluding GST)
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### **DISCLAIMER**

Reserve Bank of India, Human Resource Management Department, Patna, has prepared this document to give background information on the Contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in submitting the e-tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



### **Important Instruction for E-Procurement**

#### **Process of E-tender:**

Important instructions for E-procurement: Bidders are requested to read the terms & conditions of this tender carefully before submitting their online tender.

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

SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi)

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

ii). 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 RBI/MSTC, (before the scheduled time of the e- tender).

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

- (i) Shri Ravi Shankar Choudhary (Manager)- [ravichoudhary@rbi.org.in](mailto:ravichoudhary@rbi.org.in), Mob: 9319200563
- (ii) Shri Sourav Sarkar (Assistant Manager)- [souravsarkar@rbi.org.in](mailto:souravsarkar@rbi.org.in), Mob: 9051284896

#### **Contact person (MSTC) For Vendors: HO Central Help Desk: (For vendors)**

**Phone Number** :07969066600

**Email** - [helpdeskho@mstcindia.in](mailto:helpdeskho@mstcindia.in) (Please mention "HO Helpdesk" as subject while sending emails)  
*Availability 9:30 AM to 5:00 PM on all working days for all technical issues e-Tenders, System settings etc.*

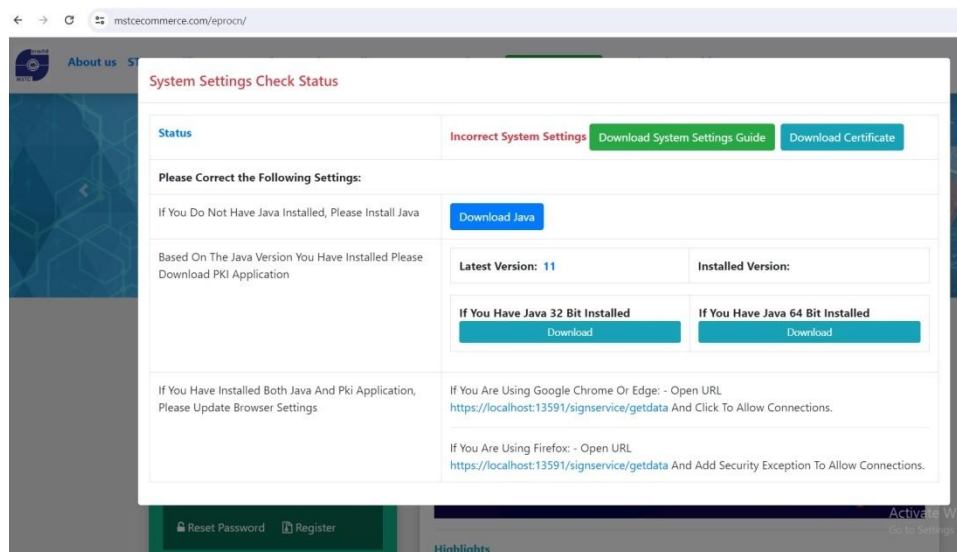
#### **Contact person (MSTC Ltd):**

- i) Mr. Malay Mandal- [bmpatna@mstcindia.in](mailto:bmpatna@mstcindia.in) Mobile-9831368791
- ii) Mr. Amit Kumar Goutam - [ptnopr1@mstcindia.in](mailto:ptnopr1@mstcindia.in) Mobile-9886624201
- iii) Mr. Mayank Kumar- [ptnopr3@mstcindia.in](mailto:ptnopr3@mstcindia.in) Mobile-8269000225
- iv) Mr. Prashant Malviya- [ptnopr2@mstcindia.in](mailto:ptnopr2@mstcindia.in) Mobile- 9899972556



## B) System Requirement:

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



2. The Techno-commercial Bid and the Price Bid shall have to be submitted online at [www.mstcecommerce.com/eprochome/rbi](http://www.mstcecommerce.com/eprochome/rbi) .Tenders will be opened electronically on specified date and time as given in the Tender.
3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4. **Special Note towards Transaction fee:**

The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors must select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The 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, the 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, and the vendor shall be receiving a system generated mail.

### **Transaction fee is non-refundable.**

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



Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



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

5. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with 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 NIT.
7. 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](http://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 must be done immediately after opening of Bid floor. Then they must 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 his 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 must 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 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

Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



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 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 his acceptance of terms & conditions for the tender.
- 8.** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- 9.** No deviation from the technical and financial terms & conditions are allowed.
- 10.** The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- 11.** Vendors are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome](http://www.mstcecommerce.com/eprochome) to familiarize with the system before bidding.



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Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



**Part -A**



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**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, Patna**

**1. Notice**

1. E-tenders are invited under Two-Cover Bid from Category-I Chartered Accountants Firms registered with ICAI for Bihar State for Appointment of Concurrent Auditors (CA) for the year 2025-26 w.e.f. October 01, 2025, to September 30, 2026, by Reserve Bank of India, Patna.
2. The intending bidders should refer to scope of work, terms, and conditions of the tender before submitting the bid.
3. Before submitting the tender, the Bidders may satisfy themselves as to the eligibility and other criteria prescribed therein. It may also be noted that the terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work to be awarded under this Tender.
4. This tender document is neither an offer letter nor a legal contract, but an invitation for the proposal. No contractual obligation on behalf of the Bank whatsoever shall arise from this tender-process unless and until a formal contract is signed and executed by duly authorized officers of RBI and the tenderer. Further, RBI will not be liable for any cost incurred by the tenderer in the preparation of the response to this tender. The preparation of tenderer's proposal will be made without any obligation by the Bank to acquire any of the services included in the tender, or to discuss the reasons why the contractor's proposal is accepted or rejected. All information included by the tenderers in their proposal will be treated in strict confidence.
5. In the first stage, the Technical Bids (Part-I) will be opened **at 03:00 p.m.** on August 13, 2025 **at RBI, Patna. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.** Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document. Decision in this regard will be at the sole discretion of Reserve Bank of India.
6. The Financial Bid (Part-II) of only those bidders, who have been short-listed in first stage will be opened. The bidders who have been short-listed will be intimated regarding date and time of opening the financial bids.
7. No deviations / conditions shall be stipulated by the CA in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
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. Reserve Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender or to reject any or all the tenders received without assigning any reason thereof.
11. Tender document has been structured in following manner-
  - Part A - Scope of the work along with indicative list.
  - Part B - Pre-qualification criterion, Terms and Conditions
  - Part C - Process of submission and evaluation of bid
  - Part D - Forms to the Tender Document
  - Part E – Undertaking (Annexure A)
12. The Bank shall obtain reports on past performance of the tenderer from its clients and bankers. The Bank shall evaluate the said reports before opening of the Part – II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from its clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part - I of the tender. The Bank is not bound to assign any reason for doing so.
13. The Bank reserves the right to reject all the tenders without assigning any reason thereof.
14. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from ABCC, RBI Patna ten days before the deadline. 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 Department 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 the General Manager, ABCC, Patna, 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.



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## 2. Scope of the Work

The Firm of Concurrent Auditors (CA) will undertake –

1. Concurrent audit of Books of Accounts, Records, Registers, Periodical C.O. prescribed Control Returns and Statements etc. at the Bank's Regional Office (Patna) Departments.
2. An index of areas on which CA firm may draw monthly audit scrutiny report will be given at the time of appointment. The CA firm will specifically indicate audit areas of Index not relevant for audit coverage in respect of the Office/Department audited in their report. The CA firm will also include in the Index additional audit area/s assigned to them from time to time.
3. The CA team will obtain information and familiarize themselves with:
  - i) All the items of Audit Areas of Inspection Department's Check-list(s) provided by the Office/Department of the Bank.
  - ii) Updated copies of General Administration Manual, Banking Department Manual, Issue Department Manual and Premises Department Manual available at the respective Departments of the Bank to be audited.
  - iii) All the relevant copies of Master circulars issued by the HRMD, Central Office and other Central Office Departments. The Audit firm will also arrange to refer to the Central Office Circulars incorporated in the Annexures attached to the respective Master Circular issued by Central Office at the respective Auditee Office/Department of the Bank.
  - iv) Copy of Bank's Expenditure Rules and
  - v) DGBA Central Office circular addressed to all the CODs/ROs/Training Institutions on the eve of last Annual Closing of Bank's Accounts.
4. The CA will take up the audit of Vouchers/Records/Registers on the agreed dates/days in consultation with the Bank's concerned office (Patna RO) to be audited.
5. The firm will take up audit of vouchers / Records / Registers of all (100%) financial transactions and 100% checking of the appropriate taxes, tax rates applied amount on which tax is calculated, proper credit of tax to the respective authorities, prior to payments being made and 100% verification of the returns prior to them being filed. While conducting the Check, focus may be on the bills paid by Estate Department, HRMD and Issue Department involving vendors' payments and all the payments to staffs by Establishment Section. While conducting the scrutiny of vouchers, the CA will ensure strict adherence to the Bank's prescribed guidelines / procedures with reference to the following:

Appointment of Concurrent Auditors for the year 2025-26 at  
Reserve Bank of India, Patna



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- I. Bank's Expenditure Rule.
  - II. Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/C Expenditure
  - III. Sanctioning authority with reference to delegated powers – cadre wise
  - IV. Posting of day's voucher in the Manual Prescribed Charges A/C. Register (DAD 081) and/or in the computer system duly checked/authenticated under the initials of dealing officers.
  - V. General Ledger Accounts/Subsidiary General Accounts/Supporting Records/Registers as prescribed are drawn and properly maintained under the signature/s of the Dealing/Supervising Officials and
  - VI. CA will bring to the notice of In-Charge of the Department, in writing, any deviation/irregularity/lacunae noticed in (i) to(v) above inconsistent with Bank's Expenditure Rules/Banks' General Administration Manual/Central Office prescribed instructions/ guidelines and secure/arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.
6. CA will take 100% audit / check of all financial transactions in Central Establishment section including the following:
- i) Hospitalization 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) **Exception:** Staff related routine bills pertaining to medical and other various reimbursements up to ₹30,000/- shall be exempted from pre-payment (post sanction) audit and should be subjected to Concurrent Audit at the post payment stage to expedite payments.
7. CA will certify the correctness of interest payments made by DOS/FIDD on the eligible CRR balances maintained by the banks, maintenance of SLR/CRR and penalty on shortfall, if any.
8. The Audit of expenditure incurred at Ombudsman Offices of the Bank should be confined to the audit of bills of RBI staff and Ombudsman only.





9. While undertaking audit of National Clearing Centre, CA will pay particular attention to ECS procedure guidelines/other safeguards/instructions issued by DIT-CO/DGBA-CO and follow the guidelines as per the revised checklist. CA should verify the adherence to guidelines of NEFT.
10. As per the Premises Department Manual, scrutiny of paid bills is to be taken as under: -
- I. 10% for works up to ₹ 5,000/-,
  - II. 50% for works between ₹5001/- and ₹ 25,000/-
  - III. 100% for works above ₹ 25,000/-

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

11. Apart from completing 100% check of above transactions-based Vouchers/Claims/Bills etc. during the audit period covered at the concerned Office/Departments of the Bank strictly as required under para 5(i) to (v) above, CA will examine/scrutinize the 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/Frinking 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. CA will also undertake the same at least once in a half year.
  - iii) Preservation of Housing Loan Account Documents, other Documents, Agreements, Cheque Books and Valuables and safe custody of Cheque Books and valuables.
  - iv) Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, etc. and other monthly statements to be forwarded to DGBA, Central Office. Lists of long and high value outstanding entries in these sensitive accounts beyond one/two months will be enclosed and commented in the reports.
  - v) Reconciliation and monitoring of Charges A/c at monthly rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-à-vis approved budget allocation.
  - vi) Monthly balancing/reconciliation of aggregate outstanding balances of Individual Staff Loans and Advances Recovery Accounts Sheets with the GL and SGL A/c. balances. Half-Yearly balancing of outstanding Accrued Interest balances of all staff Loan/Advances A/cs with outstanding SGL/GL balance and 'C' Registers (for Housing Loan accounts).
  - vii) Application of Annual Interest on the outstanding balances of Staff Loan and Advances Accounts, passing of accounting entries to the Commission Account, Exchange Account, Discount Account, Profit & Loss Account from sale or otherwise of Bank's assets, Depreciation and all other relevant Provisions Accounts and drawing up of Annual Closing Accounts etc. strictly in conformity with the DGBA C.O guidelines.
  - viii) Any Central Office prescribed Statements/Control Returns suggested for audit check by the Office.
  - ix) Any other audit area having financial implications specifically indicated for the audit by the COD/RO/Training Institution of the Bank to be audited by the CA.

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- x) CA will ensure that there is no leakage of Interest, Exchange, Commission, Discount, etc. in the Bank's Income Account of the Bank audited and that the delegates at the Bank's concerned office (Patna RO) does/do not undertake any unilateral change/s in the C.O prescribed circulars/instructions/guidelines on the various Schemes and other facilities for staff. Any income leakage/deviations made, without specific prior approval of the concerned C.O department, may be highlighted in the monthly Audit Report submitted to the concerned O-I- C/CGM/RD for immediate action/rectification.
12. CA will submit a Monthly Audit Report (in the format specified by the Bank) to the Regional Director of the concerned audited office (Patna RO) of the Bank within 10 working days of subsequent month and incorporate comments on the compliance position of the audit irregularities or otherwise in the subsequent report.
13. 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.
14. 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.
15. Checking of the insurance of Bank's properties.
16. Checking of the calculation of pension amount
17. Verification of the calculations of penalties for default in maintenance of CRR/SLR by SCB/ DCCBs.
18. Verification of the calculations of CVPS incentives, Scheme of incentives and penalties in Issue Department.

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19. Adherence to Bank's new fixed assets policy and verification of reconciliation of dead stock by Estate Department.
  
20. Vetting of all financial transactions by various departments. 100% checking of the applicable taxes, tax rates on the transactions by various departments and proper credit of tax to the respective authorities, prior to payments being made and 100 % verification of the returns both prior and post to them being filed. Additionally, CA are also required to compile data pertaining to Statutory returns i.e GST returns, IT-TDS return etc. received from various departments and file the same in a timely manner. The CA would be suitably assisted by ABC Cell, if needed.
  
21. Verification of capitalization transactions of dead stock items by the departments.
  
22. Checking of adequacy of provisions made at the time of half yearly/yearly closing of accounts.
  
23. Certifying half yearly/annual closing account statements to be submitted to Central Office by the RO.
  
24. To check the PRAN related work whether the employees attached to the Patna RO have obtained PRAN.
  
25. To check whether periodical visits of ICICI Bank's representatives are arranged by the office to attend to NPS related issues of the bank.
  
26. The firm will incorporate all relevant sections/areas in their audit reports as and when required/specified by RBI Central Office or departments of Patna Regional Office.
  
27. The firm will conduct detailed audit of relevant sections/areas as and when required/specified by RBI Central Office or departments of Patna Regional Office.
  
28. In addition to the above, the CA firm will also be required to undertake any other activity as may be advised by the Office/ departments on mutual consent.



## Indicative List

### Appointment of Concurrent Auditors (Indicative list)

#### Appointment related information

- The Concurrent Audit team should comprise of one Chartered Accountant/s, two Skilled and two Semi-skilled staff. The skilled staff should have qualified at least Groups II of Integrated Professional Competence Course (IPCC) and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing article training. The team should have working knowledge of computers / systems.
- The profile of the audit firm should include information of partners, staff strength (skilled and semi-skilled) and previous experience of similar auditing etc
- The appointment of the Concurrent Auditors (CA) will be for a period of one year initially i.e. from October 01, 2025 to September 30, 2026. Subsequently the same will be renewed for second and third year subject to annual review of CA performance by the office. However, the Bank reserves its rights to terminate the assignment during the currency of the said Audit Period without assigning any reason, at the sole discretion of the Bank.
- The presence of the Chartered Accountant/ Partner of the audit firm is required in RBI premises on all working days and holidays/Saturdays on need basis.
- The minimum monthly remuneration would be ₹ 69,000/- (Rs. Sixty-Nine Thousand only) exclusive of GST. The bid should clearly mention the total monthly remuneration for undertaking the audit of RBI, Patna. The remuneration would be same for the period of three years and will not be changed on renewal.
- The remuneration would be paid after deduction of Income Tax at source in terms of Section 194-J of the Income Tax Act 1961.
- The CA will cover the following departments of Patna RO:
  - a. Issue Department
  - b. Banking Department
  - c. Estate Department
  - d. Human Resource Management Department
  - e. Financial Inclusion & Development Department

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- f. Foreign Exchange Department
  - g. DOR Cell
  - h. Department of Information & Technology
  - i. Protocol & Security Cell
  - j. Department of Supervision
  - k. Office of Ombudsman
  - l. Rajbhasha Cell
  - m. Department of Statistical Information Management
  - n. Department of Economic Policy and Research
  - o. Central Establishment Section
  - p. CEPC
- On an average the number of vouchers to be checked by CA monthly would be approximately 600. 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. Bank will not pay any additional fees in case of increase of the tentative number of vouchers.
  - CA 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.

CA 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.

The CA should undertake the scrutiny of vouchers with particular 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
- IV. Maintenance of all relevant accounts (Such as RBI Gen A/C, SGL, supporting Records / Registers etc.) as per prescribed norms.
- V. Inter office Reconciliation A/c, Adjustments A/c
- VI. Reconciliation and monitoring of Charges A/c at monthly interval.

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VII. Calculation of claims of agency commission.

- The detailed synopsis /checklist for CA is enclosed as Annex A. The Checklist details the financial and non-financial areas that need to be looked into while conducting the audit.
- Concurrent audit as per checklist is mandatory.
- The CA should take up audit of vouchers / records / registers on the agreed dates / days in consultation with the respective Department.
- The CA are required to identify deficiencies if any for noticed for spot rectification.
- CA are expected to verify and report that the financial transactions undertaken are in conformity with the laid down system and procedure of the Bank.
- CA would be required to verify reports related to the periodical Income Review Statement, certify the Weekly Statement of affairs (WSA), Abstract WSA, Income statement, carry forward provision report etc. as per the requirement of the Office/ Department
- CA would be required to verify reports related to the CyM transactions, certify the Weekly Statement of affairs WSA etc. as per the requirement of the Office/ Department
- The CA functions as specified above may be enlarged at a future date as per the requirement of the Office / Department.

**Reporting requirements-**

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

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**Part-B**



## 1. **Eligibility Criteria**

Reserve Bank of India, Patna 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.

1. The applicant firm should be a Category- 1 CA firm of Bihar State to be eligible for appointment as CA.
2. The firm should have more than 3 years of experience in bank audit.
3. As per ICAI guidelines, minimum remuneration is to be indicated for inviting bids.
4. The minimum monthly remuneration will be ₹ 69,000/- (Rupees Sixty-Nine thousand only) exclusive of GST.
5. The bids/ applications indicating less than the minimum monthly remuneration will be rejected out- rightly.
6. Our present Statutory Auditor (for 2024-25 & 2025-26) i.e. M/s Lodha & Co LLP, Kolkata, present CA, i.e. M/s Gupta Sachdeva & Co. are not eligible for appointment.
7. The appointment methodology comprises a two-stage process, involving technical bids ([Annex-1](#)) and financial bids ([Annex-2](#)), with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. Firms securing 60 or more marks (out of 100) in technical bidding will be eligible for the next stage of financial evaluation.
8. The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment as Concurrent Auditor.
9. In the event of tie after final evaluation, the tie may be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered e.g., if there is a tie between firm 'A' and 'B' after final evaluation then the points obtained under 'experience in bank audits' parameter may be considered for deciding the successful bidder. In the event of tie under the above parameter also, the points obtained under the subsequent parameter i.e., experience of the firm may be considered and so on.
10. The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.
11. The firm or no partner has been debarred or blacklisted by any Government /Semi Government organization/institution in India or abroad.





## 2. Terms and Conditions

1. The process of selection of Concurrent Auditors (CA) will be completed through e-tendering. All chartered accountant firms are required to register themselves on <https://www.mstcecommerce.com> for e-tendering process. For guidance on any technical / operational issues, users are required to contact the following officials of the service providers (MSTC):
  - a) Mr. Malay Mandal– [bmpatna@mstcindia.in](mailto:bmpatna@mstcindia.in) Mobile-9831368791
  - b) Mr. Amit Kumar Goutam – [ptnopn1@mstcindia.in](mailto:ptnopn1@mstcindia.in) Mobile-9886624201
  - c) Mr. Mayank Kumar- [ptnopn3@mstcindia.in](mailto:ptnopn3@mstcindia.in) Mobile-8269000225
  - d) Mr. Prashant Malviya- [ptnopn2@mstcindia.in](mailto:ptnopn2@mstcindia.in) Mobile- 9899972556
2. Please note that for applying under the e-tendering process, a firm should be registered on MSTC portal. Therefore, you are requested to expedite vendor registration for participation in the tender process.
3. Part-I of the tender will be opened on August 13, 2025 (Wednesday) at 3:00 PM. Part-II of the tenders will be opened for eligible tenderers subsequently, on a later date. Firms are advised to use only the forms supplied by the Bank and not to use any other forms. Incomplete tenders are liable for rejection. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
4. Successful bidder must submit a Performance Bank Guarantee within one week on award of work order equivalent to **two month's payments (excluding GST)** favoring The Regional Director, RBI, Patna as Security Deposit. The said **Bank Guarantee will remain in force till the expiry of the contract**. The Bank Guarantee shall be returned within two months after the expiry of contract and completion of all contractual obligations.
5. The minimum monthly remuneration would be **₹ 69,000/- (Rupees Sixty-Nine Thousand only), inclusive of all costs and exclusive of GST**, for undertaking the Concurrent Audit of RBI, Patna. The monthly remuneration quoted shall be deemed to have excluded GST. If the applicant fails to exclude GST in the tender, no claim thereof will be entertained by the Bank afterwards.
6. Financial bids shall contain remuneration in Indian Rupees only as per form 2 both in figures and words. No other enclosure is permitted with financial bid.
7. The applicant must use only the forms downloaded from the website to fill in the remuneration. The uploaded tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
8. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in remuneration or conditions after the opening of the part II tender will be entertained.
9. The remuneration quoted shall be fixed and binding without any escalation whatsoever till one year and on extension of time /renewal.

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10. The CA will be required to deploy, on daily basis, a team comprising of minimum one Chartered Accountant/s, two Skilled and two Semi-skilled staff on daily basis. The skilled staff should have qualified at least Group II of Integrated Professional Competence Course (IPCC) and undergoing Article Training and the semi-skilled staff should have qualified at least Group I of IPCC and undergoing article training. The team should have working knowledge of computers / systems.
11. The presence of the Chartered Accountant/ Partner of the audit firm is required in RBI premises on all working days and Holidays/Saturdays on need basis and it will be monitored by RBI regularly. Any violation of this will draw penal action from RBI.
12. The appointment of the Concurrent Auditors (CA) will be for a period of one year initially i.e.from October 01, 2025 to September 30, 2026. However, Bank reserves its rights to terminate the assignment during the currency of the said Audit Period without assigning any reason, at the sole discretion of the bank. Subsequently the same may be renewed for second and third year subject to annual review of the Performance of the Concurrent Audit team by the office.The extension of Contract will be at the discretion of the Bank and at mutually agreed upon terms.
13. 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 Reserve Bank within 7 days from the date of issue of the offer. Failure to accept the offer and communicate accordingly within this period shall result in revocation of the offer.
15. No advance shall be paid. Bill for monthly remuneration may be raised by the CA on a monthly basis and the same shall be settled after deducting all applicable statutory taxes, i.e. GST TDS, IT TDS, etc.The payment shall be made within 30 days through NEFT from the date of submission of complete bill. For delayed submission of monthly Audit Report/report to Inspection Department (CO) 10% deduction would be made from the Bill amount.
16. Repetition of delay in submission may lead to termination of contract at any time without assigning any reason. Non-submission of Report for two consecutive months may cause delisting from the panel.
17. The CA shall indemnify and keep indemnified, defend and hold good the Reserve Bank, its directors, officers, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the CA on account of misconduct, omission and negligence by the CA.
18. The CA or his staff shall not use the premises, properties, fixtures, fittings, etc., of the RBI premises for any purpose other than works related to his job.
19. The CA shall be responsible for taking adequate care of all equipment and materials provided by RBI.
20. The CA has to attend the review meetings convened every quarter or as and when required, for discussion of performance of the contract.
21. The CA shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Bank to any other firm.
22. Reserve Bank reserves the right to amend/ modify the tender document or issue any

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corrigendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.

23. The CA shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the CA during the course of discharging contractual obligations in connection with this agreement, to any third party and shall always hold the same in strictest confidence.
24. The CA shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws.
25. The CA shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank.
26. The CA shall take all appropriate actions with respect to its employees to ensure that the obligations of non- disclosure of confidential information under this agreement are fully satisfied. till the expiry or termination of this agreement for whatever reason. Failure to adhererto this norm may result into imposing penalty to the firm any amount deemed fit by the Bank.
27. The CA shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the saidAct in respect to the complaint". Any complaint of sexual harassment from any aggrieved staffof the CA against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The CA shall be responsible for any monetarycompensation that may need to be paid in case the incident involving the staff of the CA, for instance any monetary relief to Bank's employee, if sexual harassment by the employee of the CA is proved by the Committee. The CA shall be responsible for educating its employeesabout prevention of sexual harassment at workplace and related issues.
28. It shall be the CA's responsibility to ensure that the obligations under the terms of this contractare duly performed and observed. If the CA fails to carry out any of his obligations/ duties in terms of the Agreement or violates any general instructions and special conditions, the appointment may be terminated by the Bank without assigning any reason.
29. No Party (or any Person acting on its behalf) shall have any liability or responsibility for failureto fulfill any obligation (other than a payment obligation) under this Agreement so long as andto the extent to which the fulfillment of such obligation is prevented, frustrated, hindered, or delayed as a consequence of circumstances of force majeure.
30. Commercial conditions and settlement of dispute by Arbitration - All disputes and differences of any kind, whatever arising out of, or in connection with this appointment shall be referred to the Regional Director, RBI Patna, and settled by him/ her who shall state his/ her decision in writing. Such decision may be in the form of a final certificate or otherwise. If either the Employer or the firm is dissatisfied with the decision of the Regional Director, RBI Patna on any matter, question or dispute of any kind or as to withholding by the Bank of any Certificate to which the firm may claim to be entitled, then and in any such

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case either party (the Employer or the firm) may within 28 days, after receiving notice of such decision, give a written notice to the other party requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference, of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final decision of an arbitrator to be agreed upon by both the parties or, 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 entire arbitration will be governed by the Indian Arbitration and Conciliation Act 1996.

31. 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.

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

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

Signature of the authorized person: .....

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

Name of the firm: .....



## Part -C



### **A. Evaluation of bids**

(i) The appointment methodology comprises a two-stage process, involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of financial bids.

(ii) Firms securing 60 or more marks (out of 100) in technical bid only will be eligible for the next stage of financial evaluation.

(iii) Technical Bids of applicants will be evaluated based on the eligibility criteria as mentioned earlier, after scrutinizing all the relevant documents as sought from the bidders and as per the methodology given below in [Annex-1](#).

(iv) Quality, competence, and reliability of the firm is of paramount importance in this tender. The decision of appointment would be made as under:

a) The Bank shall notify those bidders whose proposals do not meet the minimum qualifying marks or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the financial bids. The notification will be sent by e-mail.

b) The Financial bids shall be opened in the presence of the Tender Opening Committee of the Bank. Financial Bids of applicants will be evaluated as per methodology given in [Annex-2](#).

c) The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of 70:30 with the bidder obtaining the highest total marks becoming eligible for appointment.

d) In the event of tie after final evaluation, the tie may be resolved by evaluating the firm based on four parameters of technical evaluation viz. (1) Experience of the CA firms in bank audits (2) Experience of the firm (3) Full time FCA Partners and (4) Average Turnover, with these parameters being sequentially considered e.g., if there is a tie between firm 'A' and 'B' after final evaluation then the points obtained under 'experience in bank audits' parameter may be considered for deciding the successful bidder. In the event of tie under the above parameter also, the points obtained under the subsequent parameter i.e., experience of the firm may be considered and so on.



**i. Annex- I:**

**Criteria for Technical Evaluation**

Sr No	Parameters	Scoring Scale	Remarks	Score
1	Experience of the CA Firm	Half point (0.5) for every calendar year. <b>[Maximum 15 Points]</b>	Establishment year as per the ICAI data	
2	Full Time Fellow Chartered Accountant (FCA) Partners	One and half (1.5) Point for each Full-Time FCAs.  <b>[Maximum 12 Points]</b>	Number of Full Time FCA associated with the firm throughout the calendar year immediately preceding the year of empanelment.	
3	Association of Full-Time CA partners with the firm - Number of Partners	<ul style="list-style-type: none"> <li>• One point (1.0) for each Full-Time CA partner associated with the firm for more than five years and upto seven years.</li> <li>• One and half point (1.5) for each Full-Time CA partner associated with the firm for more than seven years and upto ten years.</li> <li>• Two points (2.0) for each Full-Time CA partner associated with the firm for more than ten years.</li> </ul> <b>[Maximum 10 Points]</b>	Completed years from the joining date of CA partner.	
4	Key Professional Staff - Full Time CA Employees	One point (1.0) each for Full Time CA employees. <b>[Maximum 8 Points]</b>		
5	Average of annual turnover of previous three years of the firm from Audit Services only (as distinct from	<ul style="list-style-type: none"> <li>• One point (1.0) each for turnover of ₹100 lakh average turnover and its multiples in metro cities (Mumbai, Delhi, Chennai, Kolkata, Bangaluru and Hyderabad)</li> <li>• One point (1.0) each for completed ₹60 lakh and its multiples at other places.</li> </ul>	e.g., If a firm is situated in Delhi having average turnover of ₹450 lakh, it would be awarded four points. In non-	

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Sr No	Parameters	[Maximum 10 Points] Scoring Scale	metro centres, the <b>Remarks</b>	<b>Score</b>
	other activities e.g. consultancy)		firm with same turnover would get seven points.	
6	Number of Skilled Staff - Qualified in Group 2 of CA Intermediate	Quarter point (0.25) each for Full Time Qualified Skilled Staff  <b>[Maximum 12 Points]</b>	e.g., If a firm has 30 Full Time Qualified Skilled Staff, then 7.5 points would be awarded.	
7	Experience of the CA firm in bank audits as Concurrent Auditors /Statutory Central/ Branch Auditor	Half point (0.5) each for completed one year of experience of the CA firm in bank audits as concurrent Auditors and/ or Statutory Central Auditors and/or Branch Auditors.  <b>[Maximum 20 Points]</b>	e.g., In case the CA firm has 17 years of experience in bank audits as Concurrent Auditor/ Statutory Central /Branch Auditor, 8.5 points would be awarded.	
8	Number of Full Time Partners having eight or more years of Bank Statutory Audit experience.	One point (1.0) each for Full Time Partner having eight or more years of Bank Statutory Audit experience.  <b>[Maximum 4 Points]</b>	e.g., if a firm has five Full Time Partners having more than 10 years of experience of Bank Statutory Audit, then four points would be awarded.	
9	Previous experience in RBI Audits as Concurrent Auditor/Statutory Central/ Branch Auditors.	<ul style="list-style-type: none"> <li>• No Prior Experience of Audits in RBI - [Nil Point]</li> <li>• Prior Experience of Audits in RBI –</li> </ul> <b>[Maximum 3 Points]</b>	In case of new firm having no prior audit engagement with RBI, no point would be awarded.	
10	Additional qualifications/ continuous skill <b>Parameters</b>	<ul style="list-style-type: none"> <li>• Half point (0.5) each for any of these additional qualifications (i) Diploma in Information Systems (DISA) from</li> </ul> <b>Scoring Scale</b>	One Full Time CA Partners will be awarded point <b>Remarks</b>	<b>Score</b>



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	upgradation of the Full Time CA Partners.	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.  <b>[Maximum 6 Points]</b>	only one qualification.	for
<b>PROFESSIONAL TRACK RECORD</b>				
11	The CA firm or any of its CA partners reprimanded by National Financial Reporting Authority (NFRA) in previous three years.	In case, in previous three years, the CA firm or any of its partners have been issued/ imposed an Advisory / Caution/ Penalty (Monetary) by NFRA – [Negative 10 points].  <b>[Maximum '0' Point]</b>		
12	The CA firm or any of its CA partners reprimanded by Quality Review Board in previous three years.	The score of the firm, will be reduced by 10 points, in case, in previous three years, the CA firm or any of its partners have been issued an advisory by the Quality Review Board.  <b>[Maximum '0' Point]</b>		
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		

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Sr No	Parameters	Scoring Scale	Remarks	Score
		during the previous five years under		
		the Chartered Accountants Act 1949. <b>[Maximum '0' Point]</b>		
14	Refusal of Audit/s allotted by RBI in the previous three years.	The score of the firm, will be reduced by 10 points, in case, in the previous three years, the CA firm had refused to take up the assigned concurrent audit or left the concurrent audit assigned to it by RBI before completion of stipulated three years period. <b>[Maximum '0' Point]</b>		
		<b>TOTAL</b>		



ii. Annex-2:

**Criteria for Financial Bid Evaluation**

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

\* Value upto two decimal points

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

The applications indicating less than the minimum monthly remuneration (₹ 69,000/- excluding GST) will be out-rightly rejected.

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**Part-D**

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**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]	

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

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

I/We declare as under:

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

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**Form 2:**

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

**Note: Don't quote the rate in this document. All rates must be quoted online in Part II (price bid/financial bid) of the tender in MSTC Portal. All the items in the forms are shown for representational purpose only.**

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

Place:

Signature of Authorised Signatory  
with the Seal of the firm

Date:



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**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**

- Diploma in Information Systems (DISA)
- Certified Information System Auditor (CISA)
- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Fraud Examiner (CFE)
- (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

- From**
- ICAI
  - ISACA, USA
  - AICPA, USA
  - IIA, USA
  - ACFE, USA.
  - ICAI

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

Date:

Place:

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**Form 4:**

**Details of Full Time Employed CA**

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

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

Date:

Place:

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**Form 5:**

**Details of the 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

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

Date:

Place:



**DECLARATION**

I/We declare that

- (a) The firm or no partner has been subjected to any disciplinary proceedings initiated by the ICAI.
- (b) The firm or no partner has been debarred or blacklisted by any Government /Semi – Government organization/institution in India or abroad.

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

Date:

Place:



## Part-E



**Annex-A**

**IX) Undertaking**

We, M/s .....(name of firm) having registered Office at ..... (address of firm) are NOT currently Statutory/ Statutory Branch Auditors/ GST Auditors/ Concurrent Auditors of RBI and have NOT conducted such audits in RBI since September 30, 2023.

Further, we are not currently appointed / were not appointed in the past as Statutory Auditors in DICGC and NHB during since September 30, 2023. 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 to the 30<sup>th</sup> day of September 2025 had been observed.

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

Date:

Place: