NOTICE INVITING TENDER (NIT)

Appointment of Concurrent Auditor for the year 2026-27 i.e. October 01, 2026 to September 30, 2027 by Reserve Bank of India, Department of Supervision, Central Office (DOS, CO), Mumbai (E- tender No. *RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO)*

Reserve Bank of India, Department of Supervision, Central Office, Mumbai (hereinafter called "the Bank"), invites e-tenders under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for Reserve Bank of India, DOS, CO cluster for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal.

The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects in the prescribed format **on or before 11:00 AM on August 17, 2026**. Tenders submitted only through the MSTC portal, will be accepted for the captioned process. Tenders, if received, after the said date and time, will not be accepted by the Bank.

The Part-I (Technical Bid) will be opened electronically on August 17, 2026, at 03:00 PM. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in under 'Tenders' section and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

Place: Mumbai

Date: July 23, 2026

Chief General Manager- in - Charge

Reserve Bank of India

Department of Supervision, Central Office

SECTION III

(Only through E-Procurement)

Schedule of Tender (SOT)

Note: This is a tender enquiry through MSTC portal. Only Category-I CA firms based in Maharashtra, Mumbai region are eligible to participate in this tender. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online only.

1	E-Tender No.	E-tender No. RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO]
2	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
3	Date of Notice Inviting e-tender available for download on RBI website	July 23, 2026
4	Date of Pre-Bid meeting	August 03, 2026, at 11:00 AM
5	Estimated value of tender	₹92,000/- per month (exclusive of GST) i.e. ₹11,04,000/- per year (exclusive of GST)
6	Transaction fee	Transaction fee to be paid through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED
7	Earnest Money Deposit	₹22,080/- (2% of Estimated Cost) to be deposited by all bidders through NEFT in favour of Reserve Bank of India. Details of NEFT- Beneficiary Name: Reserve Bank of India; Beneficiary Account No. – 41869229908; IFSC Code – RBIS0COD001 (5th, 9th and 10th

		character is zero, seventh character is Alphabetic O) [Note: Mention Name/ Company Name of the vendor in NEFT transaction remarks]
8	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 24, 2026
9	Last date of availability of e-tender on website	August 17, 2026, at 11:00 AM
10	Date & time of closing of online Submission of E-tender (Technical Bid and Financial Bid).	August 17, 2026, at 11:00 AM
11	Date & time of opening of Part-I (Technical Bid)	August 17, 2026, at 03:00 PM.
12	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, DOS, CO, Mumbai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email provided by them.
13	Place of opening of Part-II (Financial Bid)	Reserve Bank of India, Department of Supervision, Central Office 20th Floor, E Wing, Maker Towers, Cuffe Parade, Mumbai- 400005.

Reserve Bank of India
Department of Supervision
Central Office, Mumbai

Appointment of Concurrent Auditor for the year 2026-27 i.e. October 01, 2026, to September 30, 2027, by Reserve Bank of India, Department of Supervision, Central Office (DoS, CO), Mumbai
(E- tender No. *RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO])*

Reserve Bank of India, Department of Supervision, Central Office, Mumbai (hereinafter called "the Bank"), invites e-tenders under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for Reserve Bank of India, DoS, CO cluster comprising the Department of Supervision, Central Office and the Legal Department, Central Office for the year 2026-27 w.e.f. October 01, 2026, to September 30, 2027, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal.

The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects in the prescribed format **on or before 11:00 AM on August 17, 2026**. Tenders submitted only through the MSTC portal, will be accepted for the captioned process. Tenders, if received, after the said date and time, will not be accepted by the Bank.

The Part-I (Technical Bid) will be opened electronically on **August 17, 2026, at 03:00 PM**. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

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

Tender document can be downloaded from website www.rbi.org.in under 'Tenders' section and from the website www.mstcecommerce.com. Tenders submitted only through the portal, will be accepted for the captioned process. Tenders, if received (in any mode) after the said date and time, will not be accepted by the Bank.

Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website. The Bank shall have the right to cancel / modify the Tender and extend the deadline for submission of Tender.

Chief General Manager- in - Charge
Reserve Bank of India
Department of Supervision
Central Office

DISCLAIMER

Reserve Bank of India, Department of Supervision, Central Office, Mumbai, has prepared this document to give background information to the interested parties. While the Bank has taken due care in preparing this document and believe it to be in order, neither the Bank nor any of its authorities, agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representation, 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.

2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries with the Bank and confirm in writing that they have done so; and that they have not relied solely 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 is not responsible if due diligence is not exercised by the Respondents.

3. 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.

TABLE OF CONTENTS

SECTION I
IMPORTANT INSTRUCTIONS REGARDING E-TENDER

This is an e-procurement event of Reserve Bank of India, Department of Supervision, Central Office, Mumbai. The e-procurement service provider is MSTC Limited. You are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting your online 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 their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

NOTE: The Technical Bid and Financial Bid must be submitted online only at http://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp

1. Vendors are required to register themselves online with www.mstcecommerce.com→ e-Procurement→PSU / Govt.Depts→ RBI. Register as Vendor by filling up details and creating own user id and password→ Submit.
2. Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
3. In case of any clarification, please contact MSTC/RBI, DOS, CO, Mumbai, (before the scheduled time of the e- tender).

Contact persons (MSTC Ltd):

1. Mr. Tanmoy Sarkar – Mobile No. 8349894664, Email- tsarkar@mstcindia.co.in
2. Helpdesk contact details: Phone No. 07969066600 E-mail: helpdeskho@mstcindia.in (Please mention 'HO Helpdesk' as subject while sending emails)

Availability: 9.30am to 05:00 pm on all working days for all technical issues, e-tenders, system settings etc.

<u>Contact persons (RBI, DOS, CO, Mumbai)</u>:

Smt. Shruti Shrivastava Manager Reserve Bank of India Department of Supervision B Wing 2nd floor World Trade Centre Mumbai – 400 005, Maharashtra Ph: 022-69892102 e-mail: establishmentdos@rbi.org.in	Shri Abhinay Reddy Assistant Manager Reserve Bank of India Department of Supervision B Wing 2nd floor World Trade Centre Mumbai – 400 005, Maharashtra Ph: 022-69892095 e-mail: establishmentdos@rbi.org.in

<u>B. System Requirements</u>:

i. Windows 7 Operating System

ii. IE-9 and above Internet browser

iii. Signing type digital signature

iv. Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied:

- Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

- Tools => Internet Options => General => Click on Settings under "browsing history/Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".

To enable ALL active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprochome

<u>C. Process of E-tender:</u>

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

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

3. Special Note towards Transaction fee:

The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My

Menu" in the vendor login. The vendors have to 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 any 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. The 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 to give themselves sufficient time to submit the bid.

4. Vendors are required to ensure that the 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).

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

6. 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 have 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 vendor has to click on Technical Bid. If this application is not run, then the vendor will not be able to save/submit the 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 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 should 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 from the terms and conditions of the tender document will be accepted.
m. Submission of bid in the e-tender floor by any vendor confirms his/her/their acceptance of the terms & conditions for the tender.

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

8. No deviations from the technical and financial terms & conditions are allowed.

9. The Bank reserves the right to cancel partially or fully this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

10. Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize themselves with the system before bidding.

SECTION II

NOTICE INVITING TENDER (NIT)

Appointment of Concurrent Auditor for the year 2026-27 i.e. October 01, 2026 to September 30, 2027 by Reserve Bank of India, Department of Supervision, Central Office (DOS, CO), Mumbai (E- tender No. *RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO)*

Reserve Bank of India, Department of Supervision, Central Office, Mumbai (hereinafter called "the Bank"), invites e-tenders under Two-Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditor for Reserve Bank of India, DOS, CO cluster for the year 2026-27 w.e.f. October 01, 2026 to September 30, 2027, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal.

The applicants should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects in the prescribed format **on or before 11:00 AM on August 17, 2026**. Tenders submitted only through the MSTC portal, will be accepted for the captioned process. Tenders, if received, after the said date and time, will not be accepted by the Bank.

The Part-I (Technical Bid) will be opened electronically on August 17, 2026, at 03:00 PM. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.

Tender document can be downloaded from website www.rbi.org.in under 'Tenders' section and www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The applicants should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.

Place: Mumbai

Date: July 23, 2026

Chief General Manager- in - Charge

Reserve Bank of India

Department of Supervision, Central Office

SECTION III

(Only through E-Procurement)

Schedule of Tender (SOT)

Note: This is a tender enquiry through MSTC portal. Only Category-I CA firms based in Maharashtra, Mumbai region are eligible to participate in this tender. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommerce.com) and apply online only.

1	E-Tender No.	E- tender No. RBI/DOS-CO Central Office Departments/Others/1/26-27/ET/226[Appointment of CA-DOS CO
2	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi)
3	Date of Notice Inviting e-tender available for download on RBI website	July 23, 2026
4	Date of Pre-Bid meeting	August 03, 2026, at 11:00 AM
5	Estimated value of tender	₹ 92,000/- per month (exclusive of GST) i.e. ₹ 11,04,000/- per year (exclusive of GST)
6	Transaction fee	Transaction fee to be paid through MSTC payment gateway/NEFT/RTGS in favour of MSTC LIMITED
7	Earnest Money Deposit	₹ Rs. 22,080/- (2% of Estimated Cost) to be deposited by all bidders through NEFT in favour of Reserve Bank of India. Details of NEFT- Beneficiary Name: Reserve Bank of India; Beneficiary Account No. – 41869229908; IFSC Code – RBIS0COD001 (5th, 9th and 10th

		character is zero, seventh character is Alphabetic O) [Note: Mention Name/ Company Name of the vendor in NEFT transaction remarks]
8	Date of starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	July 24, 2026
9	Last date of availability of e-tender on website	August 17, 2026, at 11:00 AM
10	Date & time of closing of online submission of E-tender (Technical Bid and Financial Bid).	August 17, 2026, at 11:00 AM
11	Date & time of opening of Part-I (Technical Bid)	August 17, 2026, at 03:00 PM.
12	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, DOS, CO, Mumbai. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through valid email provided by them.
13	Place of opening of Part- II ((Financial Bid)	Reserve Bank of India, Department of Supervision, Central Office 20^{th} Floor, E Wing, Maker Towers, Cuffe Parade, Mumbai- 400005.

SECTION IV

GENERAL TERMS AND CONDITIONS

1. E- tenders are invited under Two-Bid system from Category-I Chartered Accountant Firms registered with ICAI for Mumbai area for **Appointment of Concurrent Auditors (CAs) for the year 2026-27 w.e.f. October 01, 2026, to September 30, 2027 for Reserve Bank of India, DOS, CO cluster, Mumbai.**

2. The intending bidders should refer 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. Corrections, if any, in the quotation shall be duly authenticated with full signature/digital signature of authorised person.

5. Bidder/ authorized signatory of the Bidder shall sign on each page of the tender.

6. A pre-bid meeting will be held on August 03, 2026 at 11:00 AM to discuss/ clarify the tender process.

7. In the first stage, the Technical Bid (Part-I) will be opened **on August 17, 2026, at 03.00 pm at RBI, DOS, CO, Mumbai.** 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.

8. 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. Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form 2 both in figures and words. No other enclosure is permitted with financial bid.

9. No deviations / conditions shall be stipulated by the CAs in both technical and financial bids. **Conditional tenders will not be accepted and will be summarily rejected.**

10. 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, whichever is earlier.

11. **Earnest Money Deposit:** The Bidders shall deposit EMD of ₹ Rs. 22,080/-(@ 2% of the total contract value) through NEFT (Account Name: Reserve Bank of India; Account No.: 41869229908; IFSC: RBIS0COD001 (5th,9th and 10th character is zero, seventh character is Alphabetic O) by 11:00 am of August 17, 2026 and enclose a copy of transaction details along with their Technical Bid. Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected. EMD of all vendors other than successful vendor shall be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful vendor whichever is earlier but without any interest. The Earnest Money deposited by the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender. No interest shall be paid on EMD. EMD of the unsuccessful tenderer(s) will be refunded on expiry of bid validity (including extended validity) or on award of contract to the successful tenderer whichever is earlier but without any interest. EMD of the successful bidder shall be refunded on obtaining a Performance Bank Guarantee for the specified amount from the successful bidder where so stipulated in the tender

a. EMD shall be forfeited if the bidder: i. makes misleading or false representations in the forms, statements and attachments submitted, suppresses any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; ii. withdraws his Bid during the period of Bid validity, or iii. has been blacklisted by any government agency and the blacklist is still in force.

12. Falsification//suppression of information shall lead to disqualification of the bidder/ cancellation of contract even after award of work during the currency of the contract.

13. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under relevant Laws as applicable in the matter. Such action will result in the rejection of bid, in addition to other punitive measures.

14. 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 of the tenders received without assigning any reason thereof.

15. The successful vendor shall execute an agreement with RBI on Non-Judicial stamp

paper of appropriate value within 14 days of award of work. The stamp duty shall be borne by the successful vendor. However, the issue of intimation of award of work by RBI shall be considered as a binding contract, as though such an agreement has been executed and all the terms and conditions contained in this tender document.

16. **Performance Bank Guarantee**: The successful vendor shall furnish along with the execution of the contract, a Performance Bank Guarantee (BG) @ 5% of Contract Value. The PBG shall be valid for a period of thirty (30) days after the expiry of contract period. The EMD of such vendor will be returned on receipt of the Performance Bank Guarantee. Failure of the successful vendor to submit the Performance 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 vendor from participating in any tender or from any business dealings with the Bank for a period of three years. The Performance 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 vendor or its employees. In case of any complaint or pending dues, the Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc.

17. In case the bidder has any doubt about the meaning of anything contained in the tender document, he / she shall seek clarification from RBI, DOS, CO, before submitting the 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 RBI, DOS, CO. 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.

SECTION V

TENDER DOCUMENTS

The Tender Invitation Document has been prepared for the purpose of inviting tenders for Appointment of Concurrent Auditor for the period October 01, 2026 to September 30, 2027 by Reserve Bank of India (RBI), DOS, CO Cluster, Mumbai (hereinafter referred to as the "Bank"). The tender document comprises of:

I. Form 1 (Technical Bid Form)

II. Form 2 (Financial Bid Form)

III. Form 3 (Details of Full Time Partners)

IV. Form 4 (Details of Full Time Employed CA)

V. Form 5 (Details of the Experience of the Firm in Banks/RBI Audits)

VI. Eligibility Criteria

VII. Evaluation Criteria (with Annex I & II)

VIII. Terms and Conditions

IX. Undertaking (Annex-A)

X. Synopsis for Auditor (Annex-B)

XI. Detailed scope of work (Annex-C)

2. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of the bid.

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

I. 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 Charted 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 up to 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 up to 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:

(i) 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.

(ii) 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: Signature of Authorised Signatory

Date: with the Seal of the CA Firm

II. 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 in RBI (including all costs and excluding applicable taxes) (Amount in Rupees - in words and figures)	**NOT TO BE SUBMITTED WITH TECHNICAL BID FORMS**

Place: Signature of Authorised Signatory

Date: with the Seal of the Firm

Note: Financial bids shall contain remuneration in Indian Rupees (INR) only as per Form- 2 both in figures and words. No other enclosure is permitted with financial bid.

III. 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 (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	ICAI

IV. Form-4: Details of Full Time Employed CA

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

V. 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

VI. Eligibility Criteria:

1. The applicant firm should be a Category-1 CA firm registered with ICAI for Maharashtra State, Mumbai region to be eligible for appointment as CA.
2. The minimum monthly remuneration will be Rs 92,000.00 (Rupees Ninety-Two Thousand only) exclusive of GST.
3. The applications indicating less than the minimum monthly remuneration will be out-rightly rejected.
4. The documentary evidence must be uploaded with respect to each criterion. The eligibility of the firm will be decided on the basis of the documents uploaded by the firm. If the required documents are not uploaded by the bidders, the bids submitted by the bidder concerned will be rejected and not processed further.
5. Neither the firm nor the partner should have been subjected to any disciplinary proceedings initiated by the ICAI.
6. Neither the firm nor the partner should have been debarred or blacklisted by any Government/ Semi –Government organization/ institution in India or abroad.
7. Following firms are **NOT eligible** to participate in the tender:

(i) Firms which were/ are Statutory Auditors in RBI, DICGC and NHB for years 2024-25 and 2025-26

ii) Firms which are conducting/ selected for Concurrent Audit of RBI

iii) Firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment as on September 30, 2026.

VII. Evaluation Criteria

1. 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.
2. Firms securing 60 or more marks (out of 100) in technical evaluation only will be eligible for the next stage of financial evaluation.
3. 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 in Annex- I.
4. 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-II.
   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 shall 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 shall 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 shall be considered and so on.

i. Annex-1: Criteria (Template) for Technical Bid 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 Full-Time 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 Full-Time 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 activities e.g. consultancy)	• 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
		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 wouldget 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.	
10	Additional qualifications/ continuous skill	• Half point (0.5) each for any of these	One Full Time CA Partner will be awarded	

Sr No	Parameters	Scoring Scale	Remarks	Score
	upgradation of the Full Time CA Partners.	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]**	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		

ii. Annex-2: Criteria for Financial Bid Evaluation

Sr. 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 up to two decimal points

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

Note: The applications indicating less than the minimum monthly remuneration of Rs. 92,000/- (excluding GST) will be summarily rejected.

VIII. Appointment related Terms and Conditions

1. The bidder obtaining the highest total marks as per the evaluation criteria mentioned at para VII shall be eligible for appointment as Concurrent Auditor of DOS, CO cluster RBI, Mumbai.
2. **Period of Appointment:** The firm selected will be eligible for appointment as Concurrent Auditor initially for the period October 01, 2026 to September 30, 2027, with the provision of reappointment for a maximum of two more years, one year at a time, subject to satisfactory performance under a system of appraisal at the end of the contract period by the RBI. The appraisal of performance will be done on parameters including quality of work, adequacy of Chartered Accountants and other skilled staff deployed, timeliness of submission of reports and such other parameters considered relevant by RBI.
3. **Minimum Remuneration:** The minimum monthly remuneration would be Rs. 92,000/- (Rupees Ninety-Two Thousand only) exclusive of GST and inclusive of all costs for undertaking the Concurrent Audit of DOS, CO cluster, RBI, Mumbai. The remuneration would be 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 393 (6) (iii) of the Income Tax Act, 1961 and other applicable taxes. The quoted remuneration shall be final and irreversible. The payment shall be made electronically within a reasonable period after submission of bill by the firm. RBI shall not be liable for any penalty for delay in payment for reasons beyond its control.
4. **Complement of Staff:** The CA firm has to deploy minimum prescribed complement of Staff **(1 Chartered Accountant + 3 Skilled Staff).** The skilled staff should have at least qualified in Group 2 of CA Intermediate or Group II of Integrated Professional Competence Course (IPCC) and undergoing Article Training. The team should have working knowledge of computers/ systems.
5. **Penalty Clause**: Presence of the Chartered Accountant/Partner of the audit firm is required in RBI premises on a daily basis. The staff as indicated at point no. 4 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 **₹1,000/- per day**. Under all circumstances, it should be ensured that the staff deployed in the Bank are available on a continuous basis at least for a period of six months. The team deployed by the firm should not be shuffled except in exigencies, and even in such situations, it should be ensured that the entire team of three (03) skilled staff are replaced in a staggered manner.
6. The firms which are currently Statutory Branch Auditors/ Concurrent Auditors of RBI and those firms which have conducted such audits in RBI in the past but at least two years have not elapsed since the completion of such assignment, as on September 30, 2026 are **NOT** eligible to apply. An undertaking to this effect in attached **Annex-A** is required to be submitted by the firm.
7. An indicative list of activities covered under the audit is given in **Annex-B**. Central

Office Departments as indicated in **Annex-B** shall be covered under Concurrent Audit. The firm shall assist in determination of all statutory taxes and filing of Returns/Forms thereof.

8. The Bank reserves the right for addition/ alteration of the scope of audit without prejudice to this appointment. There would be no change in the monthly remuneration on account of this change in the areas of audit.
9. The Bank will not provide any other facility/ charges to the deployed staff besides suitable seating arrangement. Deployed staff shall not use the premises, properties, fixtures, fittings, etc., of the Bank premises for any purpose other than works related to his/her job. Auditors shall be responsible for taking adequate care of all equipment and materials provided by the Bank.
10. A quarterly meeting with the Concurrent Auditors would be held by the Bank to review the audit process and discuss any related issues.
11. 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.
12. 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.
13. All disputes arising out of or in any way connected with this appointment shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.
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. The firm, once selected, 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 firm on account of misconduct, omission and negligence by the firm.
16. The firm shall not sublet, transfer or assign the contract or any part thereof to any other firm, without the permission of the Bank.
17. It shall be the firm’s responsibility to ensure that the obligations under the terms of this contract are duly performed and observed. If the firm 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.
18. The Bank reserves the right to amend/ modify the tender document or issue any corrigendum/ addendum to the bid process. The bidder shall not contest the right of the RBI to do the aforesaid.

19. 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 permission 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 out of disclosure of any information by it.

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

21. The firm would be deemed to have acknowledged that all materials & information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, whether consisting of confidential or proprietary data or not, will at all times be held by it in strictest confidence and it shall not make any use thereof, other than for the performance of its obligations and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other.

22. **Termination Clause**: If, at any time, the Bank is not satisfied with the services provided by the firm, the Bank shall terminate the contract after giving a notice of three months. The firm, if it wishes to terminate the services, shall provide a

similar notice of three months to the Bank.

23. **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 will be solved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the disputes will be referred to a sole Arbitrator to be appointed by Chief General Manager-in- Charge, Reserve Bank of India, Department of Supervision, Central Office, Mumbai. In case the firm does not agree to such appointment, both the parties will appoint one Arbitrator each and both the Arbitrators then will appoint the Presiding Arbitrator. The award of the Arbitrator/ panel of Arbitrators shall be final and binding on both the parties. The entire arbitration will be governed by the Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be Mumbai.
24. 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.
25. **Implementation of the Provisions of Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013**

a) The firm 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 will be filed before the Internal Complaints Committee constituted by the firm and the firm shall ensure appropriate action under the said Act in respect to the "complaint" (provisions as defined under Section 4 read with section 6 of the Act).

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

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

d) The firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

e) The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

26. 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. As per Indian laws, TDS will be deducted at source and a certificate for the same will be issued to the firm.
27. **Information Security (IS) and IT Policy**: The firm shall follow the Bank's IS and IT policy.

28. Signing of Contract:

a. 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.

b. 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.

c. 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/ contract 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 Maharashtra.

d. 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 and communicate accordingly within this period shall result in revocation of the offer.

e. 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.

Annex-A

IX) Undertaking

This is to certify that we........(Name of the firm)...................proposing to conduct

the Concurrent Audit of the Reserve Bank of India, DOS, CO cluster, Mumbai have not undertaken Statutory Central/ Branch / Concurrent Audit in any other Office/Central Office Department of the Reserve Bank of India during the preceding two years i.e., 2024-25 & 2025-26

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

Date:

Place:

Annex - B

X) SYNOPSIS FOR AUDITOR (Indicative List)

A. Appointment related information

1. DOS, CO Cluster comprising Department of Supervision, Central Office and Legal Department, Central Office shall be covered under the Concurrent Audit.

2. The Concurrent Audit team should comprise of ONE (01) Chartered Accountant and THREE (03) Skilled staff. The skilled staff should have at least qualified in Group 2 of CA Intermediate or Group II of Integrated Professional Competence Course (IPCC) and undergoing article training. The team should have working knowledge of computers/ systems.
3. The profile of the audit firm should include information of partners, staff strength (skilled) and previous experience of similar auditing etc.
4. The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 1, 2026 to September 30, 2027. Subsequently the same will be renewed for second and third year subject to annual review of the CAs performance by the office.
5. The presence of the Chartered Accountant/Partner of the firm is mandatory and his /her presence along with the requisite complement of staff on a regular basis will be monitored by the Bank.
6. The minimum monthly remuneration would be **₹92,000.00** (Rs. Ninety-Two Thousand only) exclusive of GST. The quotation should clearly mention the total monthly remuneration for undertaking the audit of DOS CO Cluster, RBI, Mumbai. The remuneration would be for the period of three years and will not be changed on renewal.
7. The remuneration would be paid after deduction of Income Tax at source in terms Section 393 (6) (iii) of the Income Tax Act, 1961.

B. Scope of Work

1. The Concurrent Auditor will cover the following Central Office Departments of the Bank:

    A. Department of Supervision (DOS)

    B. Legal Department (LD)

2. On an average the number of vouchers to be checked by CAs on a monthly basis would be 500. However, the number is only indicative in nature and there may be increase / decrease in the number of vouchers based on the requirement of the Office / Department.
3. The CAs are expected to familiarize themselves with the systems and procedures of the Office / Department and expected to go through all the relevant circulars / guidelines issued by the Bank from time to time, the provisions incorporated in the relevant manuals, Expenditure Rules etc.

4. The CAs are expected to familiarize themselves with the applications (i.e., SARTHI, AMS, NGAAS etc.) of the Bank for audit purposes and submit the report/s and create action paras (including rectified paras) as required by the Bank.
5. The CAs should undertake the scrutiny of vouchers with particular reference to following aspects:
   (a) Adherence to Bank's Expenditure Rule.

   (b) Narration and accounting under the proper head of Accounts.

   (c) Correct accounting of Revenue and Capital Nature of Expenditures.
6. Maintenance of all relevant accounts (such as RBI Gen a/c, SGL, supporting Records / Registers etc.) as per prescribed norms.
   (a) Inter- office Reconciliation a/c, Adjustments a/c.

   (b) Reconciliation and monitoring of charges a/c at monthly interval.

   (c) Calculation of claims of agency commission.
7. The detailed scope of work / checklist for CAs is enclosed as **Annex- C**. The checklist details the financial and non-financial areas that need to be looked into while conducting the audit. Concurrent audit as per the checklist is mandatory.
8. The CAs should take up audit of vouchers / records / registers on the agreed dates / days consultation with the concerned Office/ Department.
9. The CAs are required to identify deficiencies if any noticed for spot rectification.
10. The CAs are expected to verify and report that the financial transactions undertaken are in conformity with the laid down systems and procedures of the Bank.
11. The CAs would be required to verify reports related to the periodical Income Review Statements, Annual Closing Statements, Depreciation Calculation Statements, etc. as per the requirement of the Office/ Department.
12. A certificate for each month shall be submitted by the Concurrent Auditors regarding 100% compliance with the relevant statutory and regulatory requirements prescribed by authorities.
13. The CAs functions as specified above may be enlarged at a future date as per the requirement of the Office / Department

C. Reporting requirements

1. The Monthly Audit Report and the Certificate should be submitted in the format prescribed by the Bank.
2. The Monthly Audit Report should indicate item-wise action points on the financial and non-financial (major and other) action paras.
3. 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.

4. The Monthly Audit Report should highlight the reasons for inaction in respect of old outstanding entries in sensitive accounts, such as Suspense, Sundry etc.

5. Irregularities noticed in sensitive areas and / or transactions of suspicious nature should be brought to the notice of Officer-in- Charge of the respective Departments by recording a special note.
6. The Concurrent Audit Report should incorporate specific comments, wherever required, duly supported by facts and figures.
7. Major irregularities / frauds/ leakages in income, if any, identified should be brought to the notice of In-Charge of auditee office, concerned Central Office Department and Inspection Department.

Annex – C

XI) Detailed Scope of Work/Checklists for Concurrent Audit

CONCURRENT AUDITOR (CA) TO UNDERTAKE AUDIT OF BANK'S CENTRAL OFFICE DEPARTMENTS

The CA will undertake 100% audit check/scrutiny of all the transactions. The vouchers scrutinized will strictly adhere to the Bank's prescribed guidelines/procedures with particular reference to following -

1. Bank's Expenditure Rules.
2. Narration and Head of Account of Revenue/Capital (Dead Stock Account) A/c Expenditure
3. Sanctioning authority with reference to delegated powers – cadre wise
4. Posting of the 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.
5. 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
6. CA will bring to the notice of In-Charge of the Department, in writing, any deviation/irregularity/lacunae noticed in (1) to (5) above inconsistent with Bank's Expenditure Rules/Banks' General Administration Manual/CO prescribed instructions/guidelines and secure/arrange for immediate rectifications/corrections of the irregularity on the spot/without any undue delay.

Under the extant C.O instructions, CA will undertake 100% audit check in respect of following: -

1. Basic Pension, Commutation of Pension, Leave Encashment Claims, Guarantee Fund Claims, claims of Retiring employees in the audit period. (wherever applicable).
2. Refixation of Pay of the Staff as well as Refixation of pension in respect of ex-employees, whenever Pay-Scale/Pension Revision Orders are issued by C.O.
3. Annual increment of staff/Refixation of pay in the Promotional Grade.
4. Any other claims/bills suggested for 100% audit check under the instructions of C.O of the Bank, issued from time to time.
5. Payment of Telephone bills including reimbursement of residential telephone.

Apart from check of above transaction-based Vouchers/Claims/Bills etc. of the audit period covered at the concerned Office/Department of the Bank strictly as required under para 1 (i) to (v) above, CA will examine/scrutinize following –

1. Scrutiny of Petty Cash A/c of the month and reversal of outstanding balance of Petty Cash A/c.
2. 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. CAs will also undertake the same at least once in a half year.

3. Preservation of Documents, Agreements, Cheque Books, and Valuables and safe custody of Cheque Books and valuables.
4. Preparation and timely submission of correct monthly statements of Suspense A/c, Sundry Deposit A/c, COT A/c, Items-in transit and other monthly statements to be forwarded to DGBA, CO. Lists of long and high value outstanding entries in these sensitive accounts beyond one/two months will be enclosed and commented in the reports.
5. Preparation of periodical statements viz. Account statement, Income review statement etc.
6. The audit firm shall verify all financial transactions involving tax deductions and payment of statutory audit/ local body taxes irrespective of the amount.
7. Reconciliation and monitoring of Charges A/c at monthly rest and quarterly Charges A/c review suggested as per the CSBD guidelines vis-a-vis approved budget allocation.
8. Any C.O prescribed Statements/Control Returns suggested for audit check by the COD/RO/Training Institution to be audited by CA.
9. 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.
10. CA will ensure that there is no leakage of Interest, Exchange, Commission, Discount etc., in the Bank's Income Account at COD/RO/Training Institution of the Bank audited and that the delegatee/s 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-I-C/CGM/RD/Principal for immediate action/rectification.
11. Filing of Form 15CA and Form 15CB as and when requested by the Department.
12. Monitoring of payment of bills by CAD and submission of reconciliation report on monthly basis.
13. Any other tasks assigned/ mandated by the Organization in regular course of work.
14. Checking the date of capitalization of asset/s (i.e. the date on which the asset/s is put to use), and the Concurrent Auditors should furnish a quarterly certificate in this regard stating that the capitalization has been done on the date when the asset/s has/ have been put to use.

Checklists for Concurrent Audit of cluster Central Office Departments are given below:

A. Department of Supervision (DOS)

Sr. No	**Particular**	**Category: Financial/ non-financial-major / non-financial-others**	**Check point**
1	**Financial**		
1.1	Bank Guarantee	Financial	Verification of the Bank Guarantee and entries in the Bank Guarantee register during the month under review.
1.2	Voucher Scrutiny	Financial	Scrutiny of the Vouchers along with supporting documents for the month of Audit and to verify that the procedure of sanctioning has been followed by the Department as per the RBI Expenditure Rules. Meeting all the necessary filing requirement for making payment in foreign currency. All other financial transactions are to be covered under Concurrent audit.
1.3	Tax Deduction at Source (TDS)	Financial	Whether statutory obligations like deduction of income tax and payment of Goods and Service tax etc. were invariably met (as per rules /rates in force) and remitted in time; filing of Income Tax and Goods and Service Tax Returns / Statements is done within due dates.
			Verifying all the Tax Deductions at Source to confirm that the tax deductions are made in accordance with the Income-tax Rules for the payments made towards contractual and professional services availed by the department i.e., the tax liability in respect of vendor payments. Further, the tax liability for perquisite payment such as FRO, Scholarship, Local Conveyance, official entertainment, visiting cards, office telephone bills /cell phone payments, is also to be checked by the auditor.
1.4	Liveries	Financial	Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of

			monsoon equipment, shoes etc. is carried out and paid without delay.
1.5	Insurance of Bank property etc.	Financial	Whether the insurance of the Banks assets as per CBS list is made following proper procedure?
1.6	Officer's Lounge and Dinning Room	Financial	Whether monthly statements of accounts in form Gen. No. 302 is prepared and subsidy debited to Charges A/c.-Est. Misc.-Expenditure incurred on A/C. of Officers Lounge as stipulated in Para 8.53.
			Whether the expenses incurred during the last six months were in order and increase, if any, is reasonable.
1.7	Petrol, Diesel and Car Hire Charges	Financial	Verification of bills paid to the travel agency in respect of the cars hired by the office.
			Whether the payments are made as per the Expenditure Rules, 2023? (Para 29.2 of ER 2023)
1.8	Sitting Fees and Other Expenses	Financial	Whether the payments are made as per the Expenditure Rules, 2023?
1.9	Conveyance Bills	Financial	Whether the distance stated in conveyance bill is correct, the point of deviation is in order, the mode of transport used is appropriate from the point of view of eligibility and the amount claimed and admitted is proper.
			Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms at headquarters.
			Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose.
			Whether, in cases where employees travel in groups of two or more, endeavor is made to the extent possible to share the same conveyance, to keep the expenditure within the limits of necessity.
1.10	Out-Of-Pocket Expenses Bills	Financial	Whether officer proceeds from his place of work or residence on official duty to a place at a point 8 kms or beyond thereof.

			Whether out-of-pocket expense claims are submitted where Bank's canteen/ lounge facility available within 1.5 kms from the place of work, where the employee is visiting on official duty.
			Whether the officers from Mumbai/Chennai going to BTC/Staff College to deliver talks are reimbursed out-of-pocket expenses.
			Whether out-of-pocket expenses are paid for intervening Sundays/holidays?
			Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work, for first 45 days"
			Whether sliding scale of out-of-pocket expenses was applied after first 45 days.
1.11	TEA/LUNCH/DINNER Conveyance Charges Bills	Financial	Whether late sitting/early coming is for approved items of work.
			Whether the tea lunch/dinner charges are admitted as per the prescribed scales and based on the number of hours of detention/early coming.
			Whether the monthly statement regarding payment is filed along with the monthly reviews of overtime payments.
1.12	Other Misc. Expenses and staff related payments	Financial	Verification of Out-of-pocket expenses, expense of Sundry articles less than Rs.1.00 lakh, AMC, Scholarship, visiting cards, official entertainment, liveries, Electricity and Gas charges, Advertisement expenses and Law charges.
1.13	Cheque Book and Loose Cheque Leaves	Financial	Verification of the cheque book/cheque leaves with the register. Whether proper arrangement for the safe custody of the same.
1.14	Rounding of all internal payments	Financial	The amounts covered under reimbursement/recoverable should be rounded off to the nearest rupee.
1.15	Sodexo Credit	Financial	Whether only the eligible class of employees are extended the Sodexo credit facility and the meal amount for credit is as per the scale specified by the bank.
			Whether the maker- checker two level approval concept is followed while verifying the eligibility of employees for Sodexo credits and the

			amount being credited.
2	**Non – Financial - Major**		
2.1.	Stationery	Non-Financial Major	Whether Expenditure on Bulk purchase of usual items of stationery sanctioned by officer in Grade C/ B in accordance with provision of the Banking department manual and the norms and procedure prescribed by Central Office from time to time.
			Whether stray purchases are being sanctioned as per the limits mentioned in ER 2023 para 17.5.
			Whether monthly verification stationery and Computer Consumables is done?
			Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefore are recorded, and approval of the competent authority obtained (Para 4).
			Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2023 without delay.
			Whether the stationery bills are duly certified by the Assistant Manager and paid without delay [Para 7(a)].
			Point may be added - In terms of Para 6.8.2 of GAM 2019, whether half yearly certificate for verification of stationery items was put up to O-i-C
2.2.	Printing Charges of stationery articles	Non-Financial Major	Whether the payments are made as per the Expenditure Rules, 2023?
			Whether all the approvals and sanction as per departmental manuals and instructions issued by concerned central office department from time to time?
2.3	Verification regarding regularization of Leave	Non-Financial Major	Whether a monthly exception report of attendance is generated after marking all the post sanctioned leave by 10th of the next month and put up to the DGM/GM in charge of administration confirming regularization of leave in the system.
2.4	Library/ Newspapers and Periodicals	Non-Financial Major	Whether expenditure towards subscriptions to Newspapers/Financial Journals etc. incurred in accordance with paras 25 to 26 of RBI Expenditure Rules, 2023.

2.5	Computer / CVPS Consumables	Non-Financial Major	Whether Expenditure on purchase of items required for computer system are sanctioned as per ER rule 2023. As per the guidelines given in the General Administration Manual-2019 whether a surprise verification of Stationery Articles Computer consumables on quarterly basis has been carried out by the department.
2.6	Photocopying /Binding of printed material required for meeting/ seminars/ conferences/ workshops	Non-Financial Major	Whether expenditure towards photocopying/ Binding of printed material required for meetings/ seminars/ conferences/workshops or other officials' purpose are sanctioned by the following authorities as per limits indicated in RBI Expenditure Rules, 2023
2.7	Dead Stock	Non-Financial Major	Half Yearly Verification of Dead Stock and timely adherence to broken period insurance. Any new Dead Stock/article purchased during the month. If yes, whether entered in CBS. Random checking to ensure that inventory numbers have been fixed on computer and other costly gadgets
2.8	Periodical Statements	Non – Financial Major	Whether all sections of Administration/Establishment Divisions have sent various quarterly/half yearly/annual statements on time including actuarial statements, Half Yearly statement furnishing details of the employees who had been deputed for foreign trainings, Yearly statement relating to training expenses, Budget estimates, budget quarterly reviews in time.
3	**Non – Financial - Others**		
3.1.	Memento	Non-Financial Others	Whether payments are made correctly, and mementos are kept in safe custody.
3.2	NPS	Non – Financial others	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan. i. No. of employees covered under NPS, who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month.

			ii. No. of employees who have obtained PRAN/tagged to RBI, during the month.
			iii. No. of employees who are yet to obtain. PRAN/get it tagged to RBI as at the end of the month (age-wise details as per annexure).
3.3	Scrutiny of Inward letters in Saarthi	Non – Financial others	Whether there are any pending letters/ bills in sarthi beyond theree months.
3.4	Dispatch of letters	Non – Financial Others	Whether all letters, posts etc. dispatched during the period were properly entered into dispatch register and the same were for official purposes?
3.5	Leave	Non – Financial others	To check the same is updated on regular basis and whether there are no discrepancies in this regard.
3.6	Maintenance of Subsidiary Ledgers	Non-Financial Others	Whether entries in the Transit Account (Sundry, Suspense etc) are being monitored as per Bank's extant guidelines including the Housekeeping circular DGBA.Instruction No. 013/2021-22 dated Dec 23, 2021.
			Whether payment of Telephone bills, reimbursement of is as per Expenditure Rules, 2023?
3.7	AMC payment	Non-Financial Others	Whether AMC (Annual Maintenance Contract) payments is as per Expenditure Rules, 2023?
3.8	Quotations Register	Non-Financial Others	Whether Quotations registers are maintained and opened on the due dates without any delay.
			Whether Expenditure Rules have been followed correctly in respect of various items of expenditure.
			Whether prescribed procedure has been called for quotations/tenders from the approved list of contractors/suppliers.
3.9	Disposal of Unserviceable Articles	Non-Financial Others	Whether dead stock articles treated as unserviceable are recorded in the 'Register of Unserviceable Articles' and orders obtained from the Competent Authority for "write-off' for their disposal as per procedure laid down in Para.4.30of the PD Manual.

3.10	Depreciation	Non-Financial Others	Whether depreciation calculation has been checked as per Bank's extant guidelines including the PD, CO guidelines (i.e. Compendium of Fixed Asset Guidelines) and posted at the time of Half yearly review of accounts and during Annual Closing of Accounts.
3.11	E - tokens review	Non-Financial Others	Whether quarterly review regarding updated E-tokens position has been undertaken in CBS.

B. Legal Department (LD)

Paragraph No.	Subject	Category: Financial/ Non-Financial-Major / Non-Financial-Others	Check point
1	**Financial**		
1.1.	**Leave Encashment**	Financial	Whether payment of Encashment of Leave to retiree was based on last drawn gross pay and ordinary leave balance as per the service sheet. (Verification to be done from IES also.)
1.2.	**Liveries**	Financial	Whether scrutiny of bills in respect of purchase/stitching of liveries, purchase of monsoon equipment, shoes etc. is carried out and paid without delay.
1.3.	**Bank's Car**	Financial	Verification of bills paid to the travel agency in respect of the cars hired by the office.
1.4.	**Conveyance Bills**	Financial	Whether the distance stated in conveyance bill is correct, the point of deviation is in order, the mode of transport used is appropriate from the point of view of eligibility and the amount claimed and admitted is proper?

			Whether officers who are claiming reimbursement of conveyance expenses either for maintaining vehicle or on monthly-consolidated basis have claimed conveyance expenses separately for official trips of less distance than 8 kms at headquarters?
			Whether officers who are claiming reimbursement of salary for personal driver have claimed reimbursement of expenses on local trips for official purpose?
			Whether, in cases where employees travel in groups of two or more, endeavour is made to the extent possible to share the same conveyance, so as to keep the expenditure within the limits of necessity?
1.5.	**Out of Pocket Expenses Bills**	Financial	Whether the place of duty is beyond 8 kms. from the normal place of work?
			Whether there is any lounge/canteen facility of the Bank available or any arrangements have been made by the Bank with any hotel or restaurant within a distance of 1.5 kms. from temporary place of work?
			Whether the officers from Mumbai/Chennai going to BTC/Staff College to deliver talks are reimbursed out-of-pocket expenses?
			Whether out-of-pocket expenses are paid for intervening Sundays/holidays?
			Whether out-of-pocket expenses are correctly reimbursed at half the rate of halting allowance applicable to the place of work?

			Whether sliding scale of out- of pocket expenses was applied after first 45 days except in the case of employees on remittance, inspection or cash verification duty?
			Whether the minimum absence from the normal place of work is between 12.00 and 2.00 PM. (However the time limit is not applicable to employee on remittance, inspection or cash verification duty).
1.6.	**Sundry Deposit Account**	Financial	Old outstanding entries to be cleared as early as possible. Comments on outstanding for more than two months.
1.7.	**Suspense Account**	Financial	Old outstanding entries to be cleared as early as possible comments on outstanding for more than two months.
1.8.	**Payment of telephone Bills**	Financial	Bills to be entered in the Inward Bills Register.
			To be posted in Telephone Bill Register in form DAD 085 before effecting payment.
			Sanction for payment of bills to be obtained from the Competent Authority (Para 15.7 of Schedule II to RBI Expenditure Rules, 2023).
1.9.	**Rounding of all internal payments**	Financial	The amounts covered under reimbursement/recoverable should be rounded off to the nearest rupee.
2.1.	**Library**	Non-Financial Major	Whether expenditure towards subscriptions to Newspapers/Financial journals etc. incurred is in accordance with Paras 26.2 of RBI Expenditure Rules, 2023?
			Whether a register in Form Gen. 066 with separate folios for each journal, gazette etc. maintained to record their receipt?

			What is the annual limit for purchase of books and how it is utilized?
2.2.	**Stationery Section**	Non-Financial Major	Verify whether lowest quoted rate accepted and wherever the higher rate has been approved, reasons therefore are recorded and approval of the competent authority obtained (Para 4).
			Whether the stationery bills are passed for payment by the competent officer as per the RBI Expenditure Rules, 2023 without delay?
			Whether the stationery bills are duly certified by the Assistant Manager and paid without delay [Para 7(a)].
			Monthly Verification of stationery and Computer Consumables.
2.3.	**Petty Cash / Imprest cash**	Non-Financial Major	Balance to be verified with reference to petty cash register (Para 4.23 of the PO Manual).
2.4.	**Dead Stock**	Non-Financial Major	Whether register of recurring expenditure on maintenance of machines is maintained and perused by the appropriate authority at frequent/periodic intervals?
			Whether capitalization of dead stock articles was correctly done?
2.5.	**Verification regarding regularization of Leave**	Non-Financial Major	Verification of the attendance records including CL/SSL of all employees to confirm regularization of leave in the system.
3.1.	**Overtime Payment**	Non-Financial Other	Whether overtime register and overtime statement as per Annex-I and Annex-II of the Master Circular on Compensation of Extra Hours of Work are maintained/compiled?
			Whether payment of overtime allowance is made promptly after obtaining sanction from appropriate authority.

3.2.	**Paid Bills**	Non-Financial Other	Whether all bills were entered in the inward bills register and were properly scrutinized, necessary pay orders obtained. Promptness in payment of bills is to be seen (Para 5.3.10 (ii) and (iii).
			Scrutiny of paid bills as per Expenditure Rule, 2023?
3.3.	**Inward Bills Register**	Non-Financial Others	Maintenance of the inward bills register (Para 6.2.11), Outstanding bills register (Para 9.4.5 of the General Administration Manual, 2019) to be maintained and put up to DGM/GM fortnightly.
3.4.	**Depreciation**	Non-Financial Other	Depreciation is done uniformly in all the offices of the Bank. The present depreciation rates are as follows (Compendium of Fixed Assets Guidelines issued by PD, CO on April 18,2017): • Buildings: 10% • PCs, electronic items, telephones and tele-communications: 33.33% • Furniture: 20% • AC Plant: 20%
3.5.	**Quotations Register**	Non-Financial Others	Whether Quotations registers are maintained and opened on the due dates without any delay?
			Whether Expenditure Rules have been followed correctly in respect of various items of expenditure?
			Whether prescribed procedure has been called for quotations/tenders from the approved list of contractors/suppliers.
3.6.	**Disposal of Unserviceable Articles**	Non-Financial Others	Whether dead stock articles treated as unserviceable are recorded in the 'Register of Unserviceable Articles' and orders obtained from the Competent Authority for "write-off" for their disposal as per procedure laid down in 4.28 of the PD Manual?

3.7.	**Memento**	Non-Financial Other	Whether payments are made correctly and mementos are kept in safe custody.
3.8.	**NPS**	Non-Financial Others	Whether all the employees covered under NPS have obtained PRAN, got it tagged to RBI and the details have been communicated to Samadhan. No. of employees covered under NPS, who are yet to obtain PRAN/get it tagged to RBI as at the beginning of the month: No. of employees who have obtained PRAN/tagged to RBI, during the month: No. of employees who are yet to obtain PRAN/get it tagged to RBI as at the end of the month (age wise details as per annexure)
			Whether periodical visits of Stock Holding Corporation of India Limited representatives (POP) are being arranged by the office to attend to the NPS related issued of employees?
			Number of meetings arranged with the POP during the month.
3.9.	**Updated Service sheets**	Non-Financial others	Whether service-sheets are updated and authenticated with all required details?
3.10	**Central Receipt and Despatch Section (CRDS)**	Non-Financial others	Dispatch of letters – Whether the Departments maintained a combined outward letters and postage register in Form No.Gen.043 or the register in form No. Gen.044 and postage registration in Form No. 045. (Para 7.40)
3.11	**Bank Guarantee Register**	Non-Financial others	Whether the Bank Guarantee Register is maintained by the Department?