



**Audit, Budget and Coordination Cell
Human Resource and Management Department
Mumbai Regional Office
Reserve Bank of India
Fort, Mumbai- 400001**

August 14, 2019

E-Tender for Appointment of Concurrent Auditors for the year 2019-20 w.e.f. October 01, 2019 to September 30, 2020 by Reserve Bank of India, Mumbai Regional Office.

Tender No. – RBI/MUMBAI/HRMD/20/19-20/ET/67

Reserve Bank of India (hereinafter called “the Bank”), ABCC, MRO, Mumbai invites E-tenders for Mumbai Regional Office under Two – Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2019-20, for the period October 01, 2019 to September 30, 2020.

For more details, please visit “TENDERS” link on our website <https://www.rbi.org.in>

The last date for submission of e-tender on MSTC portal (www.mstcecommerce.com) is **September 4, 2019**.

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

DISCLAIMER

Reserve Bank of India, Audit Budget and Coordination Cell (ABCC), Mumbai Regional Office, 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 Instructions Regarding E-tender

This is an e-procurement event of Reserve Bank of India, Audit Budget and Coordination Cell (ABCC), Mumbai Regional Office. 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 over the internet will be done. The 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 https://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, MRO, CO, Mumbai, (before the scheduled time of the e- tender).

Contact person (MSTC):

(i) Ms. Archana Juneja, Asst. Mgr. Mobile no. 999067369
Email id – archana@mstcindia.co.in

(ii) Ms. Rupali Pandey, Asst. Mgr. Mobile no. 9458704037
Email id – rpandey@mstcindia.co.in

Contact person (RBI, ABCC, MRO):

Shri Mrinal Giri (Manager),
ABCC, HRMD,
Reserve Bank of India,
Main building, 1st floor,
Shahid Bhagat Singh Road,
Fort, Mumbai - 400001
Tel: 22603163/ 22603345

Email Id: abccmumbai@rbi.org.in

mrinalgiri@rbi.org.in

B) System Requirements:

- i) Windows XP-SP3 & above/Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above 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 <https://www.mstcecommerce.com/eprhome>

C) Process of E-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprchome/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 so as to give themselves sufficient time to submit the bid.

4. Information about tender / corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the 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 click on Technical bid. If this application is not run then the vendor will not be able to save/submit his/their Technical bid.

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

e) Vendors 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. Submission of bid in the e-tender floor by any vendor confirms 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 <https://www.mstcecommerce.com/eprhome> to familiarize themselves with the system before bidding.

NOTICE INVITING TENDER

(Only through e-procurement)

SCHEDULE OF TENDER

Note: This is a tender enquiry through MSTC portal. Bidders are advised to first visit our website <https://www.rbi.org.in> through “Tenders” link check their eligibility. Eligible firms wishing to apply should register themselves with MSTC Portal (www.mstcecommere.com) and apply online only.

A	e-Tender no	Tender No. RBI/MUMBAI/HRMD/20/19-20/ET/67
B	Mode of Tender	e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid through https://www.mstcecommerce.com/eprochome/rbi)
C	Date of Notice Inviting e-tender available for download on RBI website	August 14, 2019
D	Pre-Bid meeting (offline)	No
E	Estimated value of tender	₹ 20,40,000/- (excluding GST) per annum
F	Transaction fees	0.05% of estimated value of tender = ₹1020.00 + GST applicable
G	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	August 14, 2019
H	Last date of availability of e-tender on website	September 4, 2019
I	Date & time of closing of online submission of e-tender (Technical Bid)	September 4, 2019 at 11:00 am

J	Date & time of opening of Part-I (Technical Bid)	September 4, 2019 at 1:00 pm
K	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, ABCC, MRO. Such bidder(s) will be intimated regarding date of opening of Part-II (Financial Bid) through valid email given by them.



**Audit, Budget and Coordination Cell
Human Resource and Management Department
Mumbai Regional Office
Reserve Bank of India
Fort, Mumbai- 400001**

E-Tender for Appointment of Concurrent Auditors for the year 2019-20 w.e.f. October 01, 2019 to September 30, 2020 for Reserve Bank of India, ABCC, Mumbai Regional Office.

Reserve Bank of India, Audit, Budget and Coordination Cell (ABCC), Mumbai Regional Office, (hereinafter called “the Bank”), invites E-tender under Two Bid system (Technical & Financial Bid) for Appointment of Concurrent Auditors for the year 2019-20 w.e.f. October 01, 2019 to September 30, 2020 for Reserve Bank of India, Mumbai Regional Office.

The appointment of the Concurrent Auditors (CAs) will be for a period of one year initially i.e. from October 01, 2019 to September 30, 2020. However, the same may be renewed for second and third year subject to satisfactory performance as per annual review of the CAs performance.

The Part-I (Technical Bid) will be opened electronically on **September 4, 2019 at 1:00 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 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.

Regional Director
Mumbai Regional Office

NOTICE

Inviting Tender for Appointment of Concurrent Auditor for the year 2019-20 w.e.f. October 01, 2019 to September 30, 2020 for Reserve Bank of India, ABCC, Mumbai Regional Office.

TENDER NOTICE

1. E-tenders are invited under Two-Bid system from Chartered Accountant Firms registered with ICAI for **Appointment of Concurrent Auditors (CAs) for the year 2019-20 w.e.f. October 01, 2019 to September 30, 2020 for Reserve Bank of India, ABCC, Mumbai Regional Office.**
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 of authorised person.
5. Bidder/ authorized signatory of the Bidder shall sign on each page of the tender.
6. In the first stage, the Technical Bid (Part-I) will be opened **at 1:00 pm on September 4, 2019 at RBI, MRO, 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.

7. 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.
8. 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.**
9. 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.
10. 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.
11. 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.
12. 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.
13. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he / she shall seek clarification from ABCC, HRMD, MRO, atleast ten days before submitting his 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 ABCC, MRO, RBI, 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.