

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

Expression of Interest



Bank of Baroda invites Expression of Interest for empanelment of Chartered Accountant firms, having office in village/ town/ city / district of Bank of Baroda's identified branches/ units, for expansion of pool of CA firms for carrying out Concurrent Audit for period of -3- years from 01.04.2025 to 31.03.2028.

Date: 7th March 2025

EOI Reference: EOI: CIAD: 117/1



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Key Information on the EOI Response Submission:

Expression of Interest (EOI) for Appointment of Concurrent Audit Firms for expansion of pool of Chartered Accountant firms to carry out Concurrent Audits of Branches/CBOs/Other Units from 01.04.2025 to 31.03.2028.

Sr. No.	Particulars	Timeline
1.	EOI Issuance Date	7th March 2025
2.	EOI Co-ordinator Telephone E mail ID	1. Mr. Prakash Mishra Mo. +91-9953761136 2. Mr. Govind Parihar Mo. +91-9999432157 3. Mr. Gaurav Singh Mo. +91-7291981138 E-mail ID:- bobsupport@c1india.com Escalation level 1 1. Mr. Sandeep Bhandari sandeep.bhandari@c1india.com for more details visit 'contact us' section at https://bobtenders.eproc.in
3.	Last Date of Submission of EOI Response (Closing Date)	05.00 pm 27th March 2025 Mode:- Online on URL https://bobtenders.eproc.in
4.	Opening of Eligibility Cum Technical Bid	28th March 2025 onwards Mode: Online on URL: https://bobtenders.eproc.in

Note: The above dates are tentative and subject to change without any prior notice or intimation. Applicants should check website www.bankofbaroda.in under Tender Section and <https://bobtenders.eproc.in> for any changes / addendums to the above schedule and/or any other changes to this EOI. Bank would not be responsible for any delayed/lack of update directly to the applicant.

Steps to participate in the e-Tenders

Online viewing of Detailed Notice Inviting Tenders

- The bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Bank of Baroda on the home page of bank's e-Tendering Portal on <https://bobtenders.eproc.in>.

ACCESSING / PURCHASING OF BID DOCUMENTS:

- It is mandatory for all the bidders to have **Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption)** from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Bank of Baroda. Bidders can see the list of licensed CA's from the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with Bank of Baroda e-Tendering Portal (<https://bobtenders.eproc.in>) to have a user ID & Password.



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- The amendments / clarifications to the tender, if any, will be posted on the Bank of Baroda tender section and at e-Tendering Portal (<https://bobtenders.eproc.in>).
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Bank of Baroda e-Tendering Portal (<https://bobtenders.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday
Ph: 0124-4302033/36/37, bobsupport@c1india.com.
- It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Bank of Baroda nor C1 India Pvt. Ltd will be responsible for such eventualities.

Definition of Terms used in the EOI:

Following terms are used in the document interchangeably to mean:

1. "Appointment / Assignment / Job/ Engagement" means the work to be performed by the selected Applicant pursuant to the Contract
2. "Bank" or "BOB" means Bank of Baroda
3. "BCC" means Baroda Corporate Centre, Bandra Kurla Complex, Mumbai
4. "Day" means Business Day
5. "EOI" means Expression of Interest
6. "ICAI" means Institute of Chartered Accountants of India
7. "Personnel/ Resources" means professionals and support staff provided by the selected Applicant
8. "Proposal/ Bid/ Tender" means Response to the EOI Document
9. "RBI" means Reserve Bank of India
10. "Recipient, Respondent, Consultant and Applicant" means interested and eligible applicants responding to this EOI for Concurrent Audit
11. "Successful/ Selected Applicant" means the applicant selected as the successful applicant by the Bank in accordance with this EOI who is also referred to as 'Chartered Accountant Firm / Concurrent Audit Firm'
12. "ZIAD" means Zonal Internal Audit Divisions in all the Zones.
13. C1 India Pvt. Ltd.: Service provider to provide the e-Tendering Software.
14. Bank of Baroda e-Procurement Portal: An e-tendering portal of Bank of Baroda introduced for the process of e-tendering which can be accessed on <https://bobtenders.eproc.in>

Clauses for Tenders as per the order no. 6/18/2019-PPD dated 23rd July 2020 issued by Ministry of finance - Department of expenditure

- I. Any applicant from a country which shares a land border with India will be eligible to participate in this tender only if the applicant is registered with the Competent Authority.
- II. "Applicant" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of applicants stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Applicant from a country which shares a land border with India" for the purpose of this Order means:-
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose *beneficial owner* is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or



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- f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The *beneficial owner* for the purpose of (iii) above will be as under:
1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
Explanation—
 - a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;
 - b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful applicant shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Confidentiality:

This document is meant for the specific use by the Firm/ person/s interested to participate in the EOI process. This document in its entirety is subject to Copyright Laws. Bank of Baroda expects the Firms or any person acting on behalf of the Firms strictly adhere to the instructions given in the document and maintain confidentiality of information. The Firms will be held responsible for any misuse of information contained in the document, and are liable to be prosecuted by the Bank in the event that such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to the confidentiality clauses.



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1 Introduction

1.1 Introduction and Disclaimer

This Expression of Interest (EOI) document has been prepared solely for the purpose of enabling Bank of Baroda (“the Bank”) for expansion of pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/CBOs/Other Units for identified Bank of Baroda Branches/ Units, from 01.04.2025 to 31.03.2028.

The EOI document is not recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Firm identified by the Bank, after completion of the selection process as detailed in this EOI document.

The EOI document is intended solely for the information of the party to whom it is issued (“the Recipient” or “the Respondent”) and no other person or organization.

Bank of Baroda hereby invites responses from competent and registered Chartered Accountant Firms registered with ICAI & RBI for expansion of pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ CBOs/ Other Units for identified Bank of Baroda Branches/ Units, from 01.04.2025 to 31.03.2028.

1.1 Information Provided

The EOI document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the provision of services. Neither the Bank nor any of its directors, officers, employees, agents, representative, contractors, or advisors gives any representation or warranty (whether oral or written), expressed or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this EOI document.

1.2 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, the Bank and its directors, officers, employees, contractors, representatives, agents, and advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the losses arises in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of the Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisors.

1.3 Costs Borne by Respondents

All costs and expenses (whether in terms of time or money) incurred by the Recipient/ Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Bank, will be borne entirely and exclusively by the Recipient/ Respondent.

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1.4 Recipient Obligation to Inform Itself

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the EOI document and the meaning and impact of that information.

1.5 Evaluation of Offers

Each Recipient acknowledges and accepts that the Bank may, in its sole and absolute discretion, apply whatever criteria it deems appropriate, for the expansion of pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/CBOs/Other Units for identified Bank of Baroda Branches/ Units, from 01.04.2025 to 31.03.2028 not limited to those selection criteria set out in this EOI document.

The issuance of EOI document is merely an invitation to offer responses to this EOI and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this EOI document that it has not relied on any idea, information, statement, representation, or warranty given in this EOI document.

1.6 Errors and Omissions

Each Recipient should notify the Bank of any error, fault, omission, or discrepancy found in this EOI document but not later than last date of submission of responses to this EOI.

1.7 Acceptance of Terms

A Recipient will, by responding to the Bank's EOI document, be deemed to have accepted the terms as stated in this EOI document.

1.8 No Legal Relationship

No binding legal relationship shall exist between any of the Applicant and the Bank until execution of a contract

2 Terms of the EOI Response

2.1 Registration of EOI Response

Registration of EOI response will be through <https://bobtenders.eproc.in>. The proposal must contain all documents, information, and details required by this EOI. If the submission to this EOI does not include all the documents and information required or is incomplete or submission is through e-mail, the EOI is liable to be summarily rejected.

All submissions, including any supporting documents, will become the property of the Bank. The Recipient shall be deemed to have licensed, and granted all rights to, the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation.

2.2 EOI Validity period

EOI responses must remain valid and open for evaluation according to their terms for a period of at least 180 days from the EOI opening date.

2.3 Late EOI Submission Policy

On-time submission of responses is strongly encouraged and recommended. However, the Bank has no obligation to accept or act on any response received late / after due date and time. The Bank has no liability toward any respondent who lodges a late tender submission for any reason whatsoever.

2.4 Appointment period

Post the evaluation process, the selected firm would be initially appointed by the Bank for twelve months and may be extended annually for further two years (maximum upto -3- years) subject to satisfactory performance and at the sole discretion of the Bank. The appointment period will be governed by the extant RBI guidelines in this regard. Bank reserves the right to increase/decrease the number of auditable entities at any time.

2.5 Communication on the EOI

Recipients are required to address all communication/ clarifications/ queries if any relating to the EOI to EOI Co-ordinator. Any changes to the EOI will be communicated as Addendum to the EOI and will be published on the Bank's website under Tenders section. However, the Bank will not answer any communication initiated by the Respondents beyond the dates provided in "**Key Information on the EOI Response Submission**".

The Bank may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondents after the EOI closes and all such information and material provided must be taken to form part of that Respondent's response.

Respondents should invariably provide details of their email address as any clarifications required by the Bank against the response to the EOI will only be communicated to the Respondent via email. If Bank in its sole and absolute discretion deems that the originator of the query will gain an advantage by a response to a question, then Bank reserves the right to communicate such response to all Respondents.

The Bank may in its absolute discretion engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the EOI closes to improve or clarify any response.

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2.5.1 Seeking additional information:

The Bank may, in its absolute discretion, seek any additional information/ clarification from any Applicant as part of the evaluation process and all such information and material provided must be taken to form part of that Applicant's Response to the EOI. The Bank reserves the right to ascertain information from the organizations with which the Respondents have rendered their services for execution of similar projects.

2.5.2 Grievance Redressal:

Any applicant who claims to have a grievance against a decision or action with regards to the provisions of this EOI may file a request to the General Manager, CIAD at **rbca.ciad@bankofbaroda.com**. It may please be noted that the grievance can be filed by only that applicant who has participated in Procurement proceedings in accordance with the provisions of this EOI. All letters must be addressed to the following:

General Manager,
Central Internal Audit Division,
2nd floor, e-Dena Bank Building
17-B, Horniman Circle, Fort, near Kala Ghoda
MUMBAI (MH)- 400001

2.6 Notification

The Bank will notify all the successful respondents in writing immediately, post completion of the EOI Evaluation on the outcome of the process. The Bank is not obliged to provide any reasons for any acceptance or rejection.

2.7 Disqualification

Any form of canvassing/lobbying/influence will result in disqualification at the sole discretion of the Bank.

2.8 Language

The EOI response prepared by the Firm, as well as all correspondence and documents relating to the EOI exchanged by the Firm and the Bank and supporting documents and printed literature shall be in the English language only.

2.9 Formats of Bids

The Firms should use the formats prescribed by the Bank in submission of the EOI Response. The Bank reserves the right to ascertain information from the banks and other institutions to which the Firms have rendered their services for execution of similar assignments.

2.10 Timeframe

The timeframe has been provided at the start of this document for the overall selection process. The Bank reserves the right to vary this timeframe at its absolute and sole discretion and without providing any notice/intimation or reasons thereof. Changes to the timeframe will be relayed to the affected Respondents during the process. The time schedule will be strictly followed. Interested parties are expected to adhere to these timelines. However, the Bank reserves the right to change the aforementioned timelines.

2.11 Guidelines for submission details and E-tendering

Application and other Annexures to contain the following (All the Documents should be digitally signed by authorized representative of bidder)



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Section #	Section Heading	Proforma to be given
1.	The applicant firm should be a Chartered Accountant Firm (Partnership Firm or Limited Liability Partnership), registered with ICAI	Certificate of Registration with ICAI, Partnership Deed in case of Partnership Firm and Registration Certificate of ROC (for LLPs).
2.	The applicant firm should be Category –I, II or III as per RBI grade as available on Website www.meficai.org (latest). CA Firms with RBI grading IV are not eligible to apply.	Latest copy of category suggested by RBI in the name of the applicant firm. Copy of MEF certificate in the name of the applicant firm be submitted.
3.	The applicant firm should have carried out Concurrent Audit of Branch of any scheduled commercial bank for at least -1- year during last five financial years. (Note: For the purpose of eligibility criteria compliance, 'scheduled commercial banks' in India excludes Regional Rural Banks, Co-operative Banks, Small Finance Banks & Payment Banks.)	Letter of engagements in the name of the applicant firm be submitted.
4.	The applicant firm should have minimum of -1- CISA/ DISA qualified CA partners/ CA Qualified permanent staff as per ICAI certificate of Registration.	CISA/ DISA qualified CA partners and Qualified Permanent staff– copy of CISA/ DISA certificate along with membership number of ICAI to be enclosed
5.	Power Point Presentation (PPT), with maximum -5- PPT Slides, be submitted covering following points 1) Understanding of the Scope of Audit. 2) Technical approach & Methodology 3) Approach towards concurrent audit of the Branch / unit using Audit Capabilities of CA partner / Audit staff, computer literacy, tech-savviness etc. to enhance overall audit effectiveness. 4) Experience of key personnel proposed /assigned (based on the Curriculum Vitae of the Team leaders, Subject Matter Experts for different facets of Banking, resource personnel etc). Key personnel should also be suitably qualified (CA/ CIA/ CISA/ DISA/ MBA). Proposed Team should have experience in the areas of audit execution for Banks in India.	Power Point Presentation (PPT), with maximum -5- PPT Slides by CA firm
6.	Application for empanelment of Chartered Accountant Firms as Concurrent Auditors.	Annexure 1
7.	Letter of Authorization to Bid (An authorised signatory of the Firm has to authorise the person who will be submitting the documents and participating in the EOI Process on behalf of the firm)	Annexure 2
8.	Undertaking for Technical Evaluation	Annexure 3.1
9.	Team Profile	Annexure 4
10.	Proposed List of Key Personnel	Annexure 5
11.	Undertaking	Annexure 6
12.	Declaration for Conformity with Hardcopy Letter	Annexure 7
13.	Conformity Letter	Annexure 8
14.	Certification	Annexure 9A
15.	Declaration/ from applicant (applicability of restriction of boundaries)	Annexure 11



2.11.1: ELIGIBILITY CRITERIA:

Only Applicants that fulfil ALL the eligibility criteria as mentioned in **Annexure 3** are eligible to participate. The applicant should submit their responses along with documentary evidence and self-declaration, as required for the above eligibility criteria. Proposals of those applicants, who do not fulfil any of the eligibility criteria as stated in full, will be summarily rejected. Firms fulfilling the eligibility criteria as laid out above will proceed to the next stage of the Technical Evaluation. The Bank’s discretion on ‘Eligibility Criteria’ is final.

Note:-

- All the supporting documents need to be submitted/ uploaded, duly indexed / numbered sequentially in the above order with respective eligibility criteria.
- If Multiple documents are to be uploaded then they should be scanned as a single document
- Since the documents will be digitally signed, no manual signatures are required while uploading the documents.

2.12 Security Deposit

Security Deposit payable by the Successful Applicant – The Selected Firm has to deposit with the Bank an amount of Rs.50,000.00 towards security deposit for the entire period of the contract, within 15 days from the date of allotment of Branch/ Unit by the Bank.

2.13 Remuneration

Category of Branch as per Branch advance Portfolio	Fixed monthly fees per Branch / unit (Rs.)
Category A Branch : Rs 500 crore and above	50,000.00
Category B Branch : Rs100 crore to Rs 500 crore	45,000.00
Category C Branch : Up To Rs 100 crore	35,000.00
RLBO (Retail Liability Back Office)	50,000.00
Baroda Cash Management Services (BCMS)	45,000.00
Head Office- Office Administration	45,000.00
Corporate Office- Office Administration	45,000.00
CBO	35,000.00
RAAC Gandhinagar	35,000.00
Contact Centre	35,000.00
HRCPC	35,000.00
CPPC	35,000.00
NSSC OA	35,000.00
Retail Asset Processing Centres (RAPCs)	35,000.00

- This excludes GST which will be payable by the Bank based on the prevailing rate. The Bank shall not entertain any other claims over and above the fee specified in the Financial Proposal. No additional fee will be paid by the Bank for time over run.
- The payment would be made to the Firm by the Bank in the subsequent month post conduct of the concurrent audit as well as submission of the deliverables to the Bank.
- The fees payable to the Concurrent Auditors will be based on Category of the Branch/ Unit as per the Categorization of branch, which is based on the latest advances figure.
- The Concurrent Audit fees once fixed, shall remain the same for -12- months from the allotment of the branch to the CA Firm.

3 Terms of Reference

3.1 Introduction and Overview

Bank of Baroda, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act 1970, having its Corporate Office at C-26, G-Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051 (hereinafter referred to as the “Bank”) which expression unless repugnant to the context or meaning thereof shall mean and include its successors and assigns), intends to issue this bid document, hereinafter called EOI, to eligible Firms, hereafter called as “Applicants or Firms” to participate in the competitive bidding for Appointment of Concurrent Audit Firm to carry out Concurrent Audits of Branches/CBOs/Other Units For each Zone of Bank of Baroda.

Bank of Baroda is one of India’s largest banks with a strong domestic presence spanning 8100 + branches supported by self-service channels, as well as 100 + branches / offices overseas including branches of subsidiaries, distributed spanning 22 countries. The Bank has wholly owned subsidiaries such as BOB Financial Services and BOB Capital. Bank of Baroda also has joint ventures for life insurance with India First Life Insurance and for asset management with Baroda BNP Paribas Asset Management India Pvt Ltd. The Bank owns 98.57% in Nainital Bank. The Bank has also sponsored Regional Rural Banks. The Bank also holds stake in several companies which have been invested over the past few years.

BACKGROUND:

The Bank intends to go for this arrangement to:

1. Expand the pool of Chartered accountant firms for concurrent Audit of our branches/ Units.
2. Streamline the variable quality of the work of Concurrent Auditors.
3. Scale on the part of Auditors to use technology in auditing and ensuring regulatory compliance.

OBJECTIVES OF FLOATING EOI:

1. To improve the effectiveness of concurrent audit for detecting violations and providing early warning signals about weaknesses and problems.
2. To keep all transactions of the branch under continuous review so as to supplement Bank’s efforts to ensure a robust internal control system at the branch.
3. To ensure that violation, if any, in the system and procedures of the bank are brought to the notice of the management immediately “as near thereto as possible” so that timely corrective and remedial steps can be taken to avoid repetition.
4. To pick up and report early warning signals.
5. To report serious irregularities / fraudulent activities noticed at the branch.
6. To ensure the quality of credit portfolio with due focus on credit appraisal, sanction, disbursement, monitoring, and recovery aspects etc.
7. Identifying system lapses, irregularities of every type, income leakage, ensuring compliance of terms of sanction for advances, detecting frauds, pointing out symptoms of sickness in time etc.

3.2 Purpose

The Bank, for this purpose, invites applications from competent Firms who are interested in participating in this EOI and must fulfil the eligibility criteria mentioned under **Annexure-3** and also in a position to comply with the technical requirement mentioned and submit the required proposal as per the EOI. Apart from the above the Firm must also agree to all our terms & conditions mentioned under this EOI.



3.3 Project Scope

This EOI is floated for Expansion of pool of Chartered Accountant Firms as concurrent Auditors of our branches/ units from 01.04.2025 to 31.03.2028. The project scope is mentioned in Audit Coverage (**Annexure-9**)

An eligible firm can apply for Concurrent Audit of Maximum -3- Districts only.

Bank of Baroda seeks to expand the of pool of Chartered Accountant Firms as concurrent Auditors of our branches/ units from 01.04.2025 to 31.03.2028, wherein -1- branch will be allotted to a single CA firm, however in cases where Category I, II, III CA firm is not available in a geographical area, more than -1- branch can be allotted (upto Maximum 3). Preference may be given to the CA firms which are in the same village, city of the Branch / unit, however, allocation of the branches / units will be at the sole discretion of the Bank.

It is expected that the selected Firm will have necessary expertise, experience, capabilities and knowledge in the area, which shall broadly cover the areas listed below. This listing is not exhaustive and should be regarded as an outline only. The objective is to provide 'best in class' Concurrent Audit services to the Bank. Brief roles of the selected Concurrent Auditor are mentioned below:

- Conduct Concurrent Audit for the Bank covering branches/ operating units on daily basis as per audit plan decided by the Bank & Certification which is mentioned in Annexure 9, 9A & 10 of this EOI.
- Consolidation of audit findings across operating units / branches mentioned under Annexure 9, Annexure 9A & 10 of this EOI, to identify process improvement opportunities, control and system gaps.
- Provide suggestions addressing process improvement opportunities and controls and system gaps to the Management.

Deliverables:

The Concurrent Auditor shall provide the following minimum deliverables as per the indicated frequency as below.

Deliverables	Audience	Frequency
Daily Report (Soft Copy – Through E Mail)	Branch, Region, Zone & ZIAD	Daily, by EOD of next day.
Weekly Report (Soft Copy – Through E Mail)	Branch, Region, Zone & ZIAD	1 st Day of succeeding week.
Audit Reports for all the Branches and other units subjected to concurrent audit from time to time	Respective Branch / Auditee Unit, Region, Zone & Zonal Internal Audit Division (ZIAD),	Monthly, By 10 th of the succeeding month
Summary of Audit report of Branches and other units at Regional Office level	Zonal Internal Audit Division (ZIAD), Respective Region & Zone	Quarterly, By 15 th of the succeeding month
Summary of Audit report of Branches and other units at Zonal Office level	Zonal Internal Audit Division (ZIAD), Zone & CIAD	Quarterly, By 15 th of the succeeding month

- * The Audit Firm shall follow the time norms for completing the Audit and submitting the Audit Report to Branch / Other Unit, Controlling Office & ZIAD. If there is any delay in submission of the report, 10% of the monthly Audit Fee will be deducted without any further reference to the Auditor.

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- * Over and above this, Audit Report is required to include immediate reporting of high-risk issues to the Bank and the corrective action initiated by the Bank in that regard.
- * Weekly & Monthly report of Branch / Other unit to be deliberated in person with Branch Head / In- Charge by Sr. Partner / Team Leader.
- * Audit Reports to also include review of Action Taken Reports (ATR) and escalation of delays in action taken, if any.
- * The Audit firm shall submit the Concurrent Audit reports in the web-based Audit Package covering all the Audit areas as per the scope of the audit and amendments thereof advised from time to time and ensure Quality Audit of branches.
- * The audit firm shall own professional responsibility for concealment of facts / not reporting serious irregularities or losses on account of non-reporting / non-detection of early warning signals / frauds.
- * Minor Irregularities pointed out by Concurrent Auditors are to be rectified on the spot. The branch should ensure rectification of deficiencies without any loss of time so as to achieve the very purpose of Concurrent Audit.
- * Pending issues of previous reports shall be mentioned as persisting irregularities / deficiencies in subsequent reports.
- * Quality of Concurrent Audit is reflected in reducing number of Irregularities, absence of persisting Irregularities as RBI envisages that Auditor should also educate staff about hazards of deviation from System & Procedure.
- * If the Concurrent Audit is effective, it should result in up gradation of the Branch in annual inspection and / or maintaining higher level ratings obtained (Low- Medium Risk in RBIA)
- * If the RBIA rating of the Branch is downgraded, the performance of the Concurrent Auditor shall be critically examined and reviewed for deciding continuance of service or otherwise.

Attendance: Firm has to deploy, dedicated Audit Assistant for each Branch / Other Unit having suitable qualification and adequate knowledge & experience for carrying out Concurrent Audit. The Audit Assistant is required to visit the Branch / other unit on all working days for full day. The work of Audit assistant is required to be supervised by Sr. Partner / Team Leader Chartered Accountant. Further, none of the Audit assistant shall be deployed in more than one Branch / Other Units at a time. Audit fee, shall be deducted, in case Audit Assistant has not attended Branch / Other Unit for more than -3- days during the month, at the sole discretion of the Bank, upto maximum of one month fee. Bank has right to interview the personnel, to decide to deploy for this assignment or not. Bank shall reserve the right to seek the change of resource/ personnel at any point of time during the engagement.

Minimum Attendance requirement for Audit Assistant & CA Partner

- Audit Assistant:- Daily visit (on all working days) for full working hours
- CA Partner:- Weekly Visit (i.e. Minimum once a week)

The ZIAD at any point of time is authorised to surprise check the attendance of the Audit Assistant/ CA Partner on any working day.

Concurrent Audit Coverage – As mentioned under Annexure 9 of this EOI

Concurrent Audit Certification– As mentioned under Annexure 9 A of this EOI

List of Districts where BOB has Branches – As mentioned under Annexure 10 of this EOI

4 Evaluation process

4.1 Preliminary Scrutiny

The Bank will scrutinize the Applications/ Documents/ Annexures to the application submitted to determine whether they are complete and as per EOI requirement, whether technical documentation as asked for and required, to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the EOI requirements.

The proposals received by the Bank will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified under the TECHNICAL EVALUATION CRITERIA. The Bids which are securing the technical score of 70 or more marks out of a total of 100 marks are considered as technically qualified.

A list of the Proposed Team Leader and members to be deployed for the assignment to be furnished with details of Name, Age, Qualifications, Experience and location in Annexure 4. Kindly note that the team proposed will need to necessarily be made available to the Bank for delivery assignment. The Bank shall reserve the right to seek the change of Resource personnel in case of need. The Bank reserves the right to review the decision of appointment of the Concurrent Auditor at any point of time.

4.2 Methodology of Empanelment:

1. The eligible interested LLPs / Firms shall apply online on the website i.e., <https://www.bobtenders.eproc.in> within the stipulated period.
2. **The applicant should not send the hardcopy of the application / annexures to the Bank / branches without being called for.** No correspondence / communication from the applying firms will be entertained by the Bank whatsoever. Only the audit firm provisionally selected for empanelment will be communicated through e-mail.
3. At the time of application, the audit firm should upload the soft copy of registration certificate issued by ICAI, proof of UCN registration issued by RBI, proof of documents in support of their other credentials such as CISA/DISA qualification; offer of appointment issued by banks regarding experience of audit, and others as specified under the eligibility Criteria.
4. **The applicant can opt for Districts / nearby districts where the CA Firm prefers to Audit and has a Branch Office/ Head Office.**
5. A **unique acknowledgement number / Application reference Number** for each completed application will be generated and the same will be displayed in the website immediately after submitting the application. This shall serve as a future reference number for the Bank / applicant. The applicant should take printout of the completed / submitted application along with the acknowledgement number for reference.
6. The Branch/ Unit will be allotted based upon the, geographical location of the Branch/Unit and the office of CA firm, Category/ Business of the Branch and the CA firm and other criteria mentioned in point no. 8 below.
7. Mere submission of application by the audit firms for appointment as Concurrent Auditor in Bank of Baroda **shall not entitle them automatically for assignment. The application will be processed and the applicants selected for empanelment will be communicated in due course.**
8. The appointment / allotment of branches shall be based on the availability of branches and number of audit firms in particular area. The Bank reserves the right to appoint any audit firm for Concurrent Audit. Category of Branch that can be allotted to a CA Firm is as follows:-
Category I CA Firm: - Category A/B/C/D of the Branch/ Unit.
Category II CA Firm: - Category B/C/D of the Branch/ Unit.
Category III CA Firm: - Category C/D of the Branch/ Unit.



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9. Based on the above, the audit firm will be provisionally selected for empanelment.
10. Bank shall communicate the provisional selection to such firms by way of email / letter and call for hard copies of the application and letter of acceptance which are to be received by the Bank before the specified due dates.
11. Firms which are provisionally selected for empanelment will be communicated through e-mail and the acceptance to Bank's offer is to be confirmed by the audit firm by way of return e-mail within 3 days.
12. After scrutinizing the application; letter of acceptance from the firm; proof of other credentials; Certificates, etc. the Bank shall empanel the audit firm for Concurrent Audit for the period from 01.04.2025 to 31.03.2028. The empanelment letter shall be subject to correctness of the information furnished/declared in the application / annexures.
13. If the selected firm has not sent letter of acceptance duly signed by them within the due date and other details, the provisional selection will stand automatically cancelled. No separate intimation in this regard will be communicated.
14. In respect of firms which are not being selected, no communication will be sent by the Bank, and no correspondence will be entertained.
15. Bank may conduct a day's workshop / handholding sessions for selected auditors through respective Zonal Internal Audit Divisions for familiarization of our terminologies before actual commencement of Concurrent Audit. No traveling / halting allowance or any such allowances will be payable for attending such workshops/ handholding sessions.
16. The following set of scanned documents are to be uploaded while applying, within the due dates as specified.
 - A. Self-attested Soft copies of:
 - a. Copy of Partnership deed; Supplementary deed;
 - b. Certificate of Registration with ICAI;
 - c. Certificate issued by the Registrar of Companies (showing LLPIN).
 - d. Copy of LLP Agreement signed by all the partners. (In case there is no LLP agreement, Schedule I of the LLP Act signed by all the partners).
 - e. Copy of DIN/DPIN of the designated partners in case of LLP.
 - f. Copy of CISA / DISA, Certificate of Certified Internal Auditor, Certificate of Concurrent Audit in Banks etc.
 - g. Copy of UCN Registration with RBI and gradation if any allotted to the Firm.
 - h. Copies of Letters received from Banks assigning the work of Concurrent Audit / Statutory Audit / other audits to audit firm, as reported in the application.
 - i. Any other report / enclosures / evidence which audit firm has mentioned in the application.
17. Once the documents are uploaded and application is submitted, the Bank shall scrutinize the same and verify the correctness of application / annexures. Thereafter, the Bank shall communicate the appointment by way of e-mail (to the email id given at the time of application). The offer letter for empanelment / appointment is purely provisional and shall be subject to the applicant taking up the audit assignment within the stipulated date.
18. Procedure relating to issue of Letter of Authority to enable the audit firm to verify relevant files/records at specific branch allotted to audit firm for conducting Concurrent Audit will be informed to audit firm separately while confirming the acceptance / appointment letter.

Based on the details submitted by the Firm/s, the Technical Evaluation of the eligible Firms will be carried out as furnished below:

No.	Particulars	Maximum Marks
1	Overall Profile of the firm	
1.1	Presence of Head Office / Branch Office ; 1) In the same City / Town where the applied Branch / unit is situated ----- 25	25



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	marks 2) Other City /Town in the same “District” ----- 5 marks	
1.2	Establishment of Firm : (As on date of publication of EOI as per MEF certificate) 1. -10- Years and above : 10 Marks 2. Above -5- Years and less than 10 Years : 8 Marks 3. Above -3- Years and less than 5 years : 5 Marks 4. Less than 3 years : 0 Marks	10
1.3	RBI grade as available on Website www.meficai.org / Copy of MEF certificate latest. Category/ Grade – I : 10 Marks Category/ Grade – II : 8 Marks Category/ Grade – III : 5 Marks	10
2	Past Experience / qualification	
2.1	2-marks per branch per year (per Bank) for experience of Concurrent Audit of Branches of each scheduled Commercial Bank during the last five financial years.	10
2.2	2 Marks for each full time FCA Partner, 1.5 marks for each ACA Partner of the firm and -01- mark for full time CA employee. (As per certificate of registration with ICAI)	10
2.3	CISA / DISA Qualification & Certification course of ICAI by Partner / CA employee : a) -2- Marks to be awarded for each CISA/DISA/CAMS qualified Partner /CA employee. b) -1- Mark each for Certificate course on Anti Money Laundering Laws / Forex & Treasury Management / Concurrent Audit of Bank / Forensic Accounting and Fraud detection / Internal Audit (Partner / CA Employee as per certificate of registration with ICAI)	5
3	PPT (Max -5- slides) on Understanding of the scope, proposed approach & Team Profile	
3.1	PPT presentations (with maximum -5- PPT Slides) be submitted covering following points 1) Understanding of the Scope of Audit. 2) Technical approach & Methodology 3) Approach towards concurrent audit of the Branch / unit using Audit Capabilities of CA partner / Audit staff, computer literacy, tech-savviness etc. to enhance overall audit effectiveness. 4) Experience of key personnel proposed /assigned (based on the Curriculum Vitae of the Team leaders, Subject Matter Experts for different facets of Banking, Resource personnel etc). Key personnel should also be suitably qualified (CA/ CIA/CISA/ DISA/ MBA). Proposed Team should have experience in the areas of audit execution for Banks in India.	30
	Total :	100

Note: For the purpose of evaluation, ‘scheduled commercial banks’ in India excludes Regional Rural Banks, Co-operative Banks Small Finance Banks and Payment Banks

4.3 Eligibility cum Technical evaluation

Eligibility criteria for the applicant to qualify this stage is clearly mentioned in Annexure 3.

The Applicant would need to provide supporting documents as part of the eligibility proof. The Technical Qualifications will also be evaluated for technical suitability.

During evaluation of the Tenders, the Bank, at its discretion, may ask the Applicant for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted.

The Bank reserves the right to accept or reject any tender in whole or in parts without assigning any reason thereof. The decision of the Bank shall be final and binding on all the Firms to this document and the Bank will not entertain any correspondence in this regard.

5 Terms and conditions

5.1 General

5.1.1 General Terms

The Bank expects the Firm to adhere to the terms of this EOI and would not accept any deviations to the same.

Unless expressly overridden by the specific agreement to be entered into between the Bank and the Firm, the EOI shall be the governing document for arrangement between the Bank and the Firm.

The Bank expects that the Firm appointed under the EOI shall have the single point responsibility for fulfilling all obligations and providing all deliverables and services required by Bank, preferably from a single point.

Unless agreed to specifically by the Bank in writing for any changes to the EOI issued, the Firm responses would not be incorporated automatically in the EOI.

Only one submission of response to EOI by each Respondent will be permitted.

The bidder shall undertake to provide appropriate human as well as other resources required, to execute the various tasks assigned as part of the project, from time to time.

5.1.2 Rules for Responding to this EOI

All responses received after the due date/time as mentioned in “**Key Information on the EOI Response Submission**” would be considered late and would be liable to be rejected.

All responses should be in English language. All responses by the Firm to this EOI shall be binding on such Firm for a period of 180 days after opening of the bids.

All EOI responses would be deemed to be irrevocable offers/proposals from the Firms and may be accepted by the Bank to form part of final contract between the Bank and the selected Firm. Unsigned responses would be treated as incomplete and are liable to be rejected.

The bids once submitted cannot be withdrawn/ modified after the last date for submission of the bids unless specifically permitted by the Bank.

The Firm may modify or withdraw its offer after submission, provided that, the Bank prior to the closing date and time receives a written notice of the modification or withdrawal prescribed for submission of offers. No offer can be modified or withdrawn by the Firm subsequent to the closing date and time for submission of the offers.

It is mandatory to submit duly filled in details in the formats provided along with this document. The Bank reserves the right not to allow/ permit changes in the technical requirements and not to evaluate the offer in case of non-submission of the technical details in the required form at or partial submission of technical details.

In case of discrepancy in soft copy and hard copy of the bids, the Firm agrees that Bank will consider ‘ORIGINAL’ hard copy as final and it will be binding on the Firm. The Bank in this case may also reject the offer outright.

The Firm at no point of time can excuse themselves from any claims by the Bank whatsoever for their deviations in conforming to the terms and conditions and other schedules as mentioned in the EOI circulated by the Bank. The Firm shall be fully responsible for deviations to the terms & conditions etc. as proposed in the EOI.

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If related parties (as defined below) submit more than one application, then both /all applications submitted by related parties are liable to be rejected at any stage at the Bank's discretion:

- a) Bids submitted by the holding Firm and its subsidiary
- b) Bids submitted by two or more Firms/ Partnership firms/ LLPs having common partners
- c) Bids submitted by two or more firms in the same group of promoters/ management
- d) Any other bid in the sole discretion of the Bank is in the nature of multiple bids.

5.2 Others

Bank reserves the right to withdraw this EOI / cancel entire selection process at any time / stage without assigning any reason.

Bank also reserves the right to change/add any terms and conditions of the EOI by issuing addenda/corrigenda and putting it on its website.

If there are conflicting points in the EOI, the Bank reserves the right to take a position on the conflicting issue which will be binding on the selected Applicant any time during the period of contract. No appeal will be entertained.

Bank will not be obliged to meet and have discussions with any Applicant, and / or to listen to any representations in respect of the rejection.

Responses to this EOI should not be construed as an obligation on the part of the Bank to award a purchase contract for any services or combination of services. Failure of the Bank to select a Firm shall not result in any claim whatsoever against the Bank. The Bank reserves the right to reject any or all applications in part or in full, without assigning any reason whatsoever.

By submitting a proposal, the Firm agrees to promptly contract with the Bank for any work awarded to the Firm. Failure on the part of the awarded Firm to execute a valid contract with the Bank will relieve the Bank of any obligation to the Firm, and a different Firm may be selected based on the selection process.

The terms and conditions as specified in the EOI and addendums (if any which will be notified on the Bank's corporate website (www.bankofbaroda.com) / <https://bobtenders.eproc.in> thereafter are final and binding on the Firms. In the event the Firm is not willing to accept the terms and conditions of the Bank, the Firm may be disqualified. Any additional or different terms and conditions proposed by the Firm would be rejected unless expressly accepted by the Bank in writing.

The selected Firm must strictly adhere to the delivery dates or lead times identified in their proposal and as agreed by the Bank. Failure to meet these delivery dates, unless it is due to reasons entirely attributable to the Bank, may constitute a material breach of the Firm's performance. In the event that the Bank is forced to cancel an awarded contract (relative to this EOI) due to the Firm's inability to meet the established delivery dates or any other reasons attributing to the Firm then that Firm will be responsible to compensate for any re-procurement costs suffered by the Bank.

The Firm represents that the annexures submitted for Technical evaluation to be submitted in response to this EOI shall meet the proposed EOI requirement. If any services, functions or responsibilities not specifically described in this EOI are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this EOI, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were

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specifically required and described in this EOI and shall be provided by the firm at no additional cost to the Bank.

The Firm also acknowledges that the Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Firm of responsibility for the performance of all provisions and terms and conditions of this EOI, the Bank expects the Firm to fulfil all the terms and conditions of this EOI. The modifications, which are accepted by the Bank, shall form a part of the final contract.

All terms and conditions, payments schedules, time frame for expected service levels as per this EOI will remain unchanged unless explicitly communicated by the Bank in writing to the Firm. The Bank shall not be responsible for any judgments made by the Firm with respect to any aspect of the Service. The Firm shall at no point be entitled to excuse themselves from any claims by the Bank whatsoever for their deviations in confirming to the terms and conditions, payments schedules, expected service levels etc. as mentioned in this EOI.

The Bank and the Firm covenants and represents to the other Party the following:

- a) It is duly incorporated, validly existing and in good standing under the laws of the state in which such Party is incorporated.
- b) It has the corporate power and authority to enter into Agreements and perform its obligations there under. The execution, delivery and performance of terms and conditions under Agreements by such Party and the performance of its obligations there under are duly authorized and approved by all necessary action and no other action on the part of such Party is necessary to authorize the execution, delivery and performance under an Agreement.

The execution, delivery and performance under an Agreement by such Party:

- a) Will not violate or contravene any provision of its documents of incorporation;
- b) Will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound;
- c) Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever;
- d) To the best of its knowledge, after reasonable investigation, no representation or warranty by such Party in this Agreement, and no document furnished or to be furnished to the other Party to this Agreement, or in connection herewith or with the transactions contemplated hereby, contains or will contain any untrue or misleading statement or omits or will omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which made, not misleading. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the attention of such Party and which have not been disclosed herein or in a schedule hereto, having a direct impact on the transactions contemplated hereunder.

The Firm shall undertake to provide appropriate experienced, well trained staff as well as other resources required, to execute the various tasks assigned as part of the assignment, from time to time.

The Bank would not assume any expenses incurred by the Firm in preparation of the response to this EOI and also would not return the proposal documents to the Firms

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The Bank will not bear any costs incurred by the Firm for any discussion, presentation, demonstrations etc. on proposals or proposed contract or for any work performed in connection therewith.

5.3 Other EOI Requirements

This EOI may undergo change by either additions or deletions or modifications before the actual award of the contract by the Bank. The Bank also reserves the right to change any terms and conditions including eligibility criteria of the EOI and its subsequent addendums as it deems necessary at its sole discretion.

The Bank may revise any part of the EOI, by providing a written addendum at any stage till the award of the contract. The Bank reserves the right to issue revisions to this EOI at any time before the award date. The addendums, if any, shall be published on the Bank's website only.

The Bank reserves the right to extend the dates for submission of responses to this document.

Preliminary Scrutiny – The Bank will scrutinize the applications to determine whether they are complete, whether any errors have been made in the offer, whether required documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The Bank may, at its discretion, waive any minor non-conformity or any minor deficiency in an application. This shall be binding on all Firms and the Bank reserves the right for such waivers and the Bank's decision in the matter will be final.

Alterations – The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Details must be completely filled up. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. The Bank may treat the offers not adhering to these guidelines as unacceptable.

Right to Alter Scope – The Bank reserves the right to alter the requirements specified in the EOI. The Bank also reserves the right to add/ modify/ delete one or more Branch / other units from the list of items specified as part of the requirements for the period of the contract.

If the Bank is not satisfied with the specifications as specified in the EOI and observes major deviations, the proposals of such Applicants will not be short-listed for further evaluation. No further discussions shall be entertained with such Applicants in respect of the proposal submission.

The Applicant shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from infringement of any Patent, Trade Marks, Copyrights etc. or such other statutory infringements under all the prevailing laws in respect of deliverables/ output/ material supplied by them to the Bank from whatsoever source, provided the Bank notifies the Applicant in writing as soon as practicable when the Bank becomes aware of the claim.

The selected Applicant shall perform its obligations under this EOI as an independent contractor to the Bank, and shall not be permitted to engage any subcontractors to perform any of the Deliverables or Services. Neither this EOI nor the Applicant's performance of obligations under this EOI shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between the Bank and the Applicant or its employees, subcontractor; and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other Party.

The Applicant shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of the Bank, nor seek to be treated as employees of the Bank for any purpose, including claims of entitlement to fringe benefits provided by the Bank, or for any kind of income or benefits. The Applicant alone shall file all applicable tax returns for all of

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its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the Applicant will make all required payments and deposits of taxes in a timely manner.

Debarment – The detailed guidelines issued by Department of Expenditure, Ministry of Finance vide office memorandum no. F.1/20/2018-PPD dated 02nd November 2021 w.r.t. debarment of firms from bidding shall be followed by the Bank. However, salient features of office memorandum are hereunder:-

- (i) An applicant shall be debarred if he has been convicted of an offence-
 - a) Under the Prevention of Corruption Act, 1988; or
 - b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) An applicant debarred under sub-section (i) or any successor of the applicant shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar an applicant or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the applicant has breached the code of integrity. The Ministry /Department will maintain such list which will also be displayed on their website.

If the Bank is not satisfied with the specifications as specified in the EOI and observes major deviations, the proposals of such Applicants will not be short-listed for further evaluation. No further discussions shall be entertained with such Applicants in respect of the proposal submission.

The Applicant shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from infringement of any Patent, Trade Marks, Copyrights etc. or such other statutory infringements under all the prevailing laws in respect of deliverables/ output/ material supplied by them to the Bank from whatsoever source, provided the Bank notifies the Applicant in writing as soon as practicable when the Bank becomes aware of the claim.

The selected Applicant shall perform its obligations under this EOI as an independent contractor to the Bank, and shall not be permitted to engage any subcontractors to perform any of the Deliverables or Services. Neither this EOI nor the Applicant's performance of obligations under this EOI shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between the Bank and the Applicant or its employees, subcontractor; and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other Party.

The Applicant shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of the Bank, nor seek to be treated as employees of the Bank for any purpose, including claims of entitlement to fringe benefits provided by the Bank, or for any kind of income or benefits. The Applicant alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the Applicant will make all required payments and deposits of taxes in a timely manner

5.4 Contract Commitment

The Bank intends that the contract commitment, which is contemplated herein with the successful Firms, shall be for a period as defined by the Bank as per the specifications contained in this EOI.

5.5 Payment Terms

The payment would be made to the Firm by the Bank in the subsequent month post conduct of the concurrent audit as well as submission of the deliverables to the Bank.

5.6 Sub-contracting

Sub-contracting is not permitted.

6 General Terms and Conditions

6.1 Dispute Resolution

The Bank and the Firm shall make every effort to resolve amicably, by direct informal negotiation between the respective project managers of the Bank and the Firm, any disagreement or dispute arising between them under or in connection with the contract.

If the Bank's project manager/ Co-ordinator and the Firm project manager/ director are unable to resolve the dispute after thirty days from the commencement of such informal negotiations, they shall immediately escalate the dispute to the senior authorized personnel designated by the Firm and the Bank respectively.

If after thirty days from the commencement of such negotiations between the authorized personnel designated by the Firm and the Bank, the Bank and the Firm have been unable to resolve contractual dispute amicably, either party may require that the dispute be referred for resolution through formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract or carrying out of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or breach of the contract shall be referred to arbitration by a sole Arbitrator appointed with mutual consent of Bank and concerned firm or both parties may appoint one arbitrator each and those two appointed arbitrators shall further appoint third arbitrator. The arbitration proceedings shall be conducted in English and a written order shall be prepared. The venue of the arbitration shall be Mumbai. The arbitration shall be held in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding upon the Parties, provided that each Party shall at all times be entitled to obtain equitable, injunctive or similar relief from any court having jurisdiction in order to protect its intellectual property and confidential information.

6.2 Governing Laws

The EOI and subsequent contract shall be governed and construed and enforced in accordance with the laws of India, and both Parties shall agree that in respect of any dispute arising upon, over or in respect of any of the terms of this Agreement, only the courts in Mumbai shall have exclusive jurisdiction to try and adjudicate such disputes to the exclusion of all other courts.

6.3 Notices and other Communication

If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be sent personally or by certified or registered post with acknowledgement due or overnight courier or email duly transmitted, facsimile/fax transmission (with hard copy to follow for email/fax), addressed to the other party at the addresses, email and fax number given in the contract.

Notices shall be deemed given upon receipt, except that notices sent by registered post in a correctly addressed envelope shall be deemed to be delivered within 5 working days (excluding Sundays and public holidays) after the date of mailing/ dispatch and in case the communication is made by facsimile transmission or email, on business date immediately after the date of successful facsimile / email transmission (that is, the sender has a hard copy of a confirmation page evidencing that the facsimile was completed in full to the correct fax number or email sent to correct email address) .

Any Party may change the address, email address and fax number to which notices are to be sent to it, by providing written notice to the other Party in one of the manners provided in this section.

6.4 Force Majeure

The Firm shall not be liable for forfeiture of its performance security, liquidated damages, penalties or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event explicitly beyond the reasonable control of the Firm and not involving the Firm's fault or negligence and not foreseeable. Such events are Acts of God or of public enemy, acts of Government of India in their sovereign capacity, strikes, political disruptions, bandhs, riots, civil commotions and acts of war.

If a Force Majeure situation arises, the Firm shall promptly notify the Bank in writing of such conditions and the cause thereof within fifteen calendar days. Unless otherwise directed by the Bank in writing, the Firm shall continue to perform Firm's obligations under this Agreement as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Firm shall hold consultations in an endeavour to find a solution to the problem.

6.5 Assignment

The Firm agrees that the Firm shall not be entitled to assign any or all of its rights and or obligations under this EOI and subsequent Agreement to any entity including the Firm's affiliate without the prior written consent of the Bank.

If the Bank undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this EOI along with the subsequent Addendums published shall be considered to be assigned to the new entity and such an act shall not affect the rights of the Firm under this EOI.

6.6 Waiver

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this EOI document or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this EOI document all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

6.7 Confidentiality

Separate Non-Disclosure Agreement (NDA) will be signed by successful applicant.

The confidentiality obligations shall survive the expiry or termination of the agreement between the Firm and the Bank.

The applicant acknowledges that in the course of performing the obligations under this EOI and subsequent Agreement, it shall be exposed to or acquire information of the bank, which the applicant shall treat as confidential.

- a) All BOB's product and process details, documents, data, applications, software, systems, papers, statements and business / customer information which may be communicated to or

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come to the knowledge of Applicant or applicant's employees during the course of discharging their obligations shall be treated as absolutely confidential and Applicant irrevocably agrees and undertakes and ensures that applicant and its employees shall keep the same secret and confidential and not disclose the same, in whole or in part to any third party without prior written permission of BOB. The applicant shall not use or allow to be used any information other than as may be necessary for the due performance by Applicant of its obligations hereunder.

- b) Applicant shall not make or retain any copies or record of any Confidential Information submitted by BOB other than as may be required for the performance of Applicant
- c) Applicant shall notify BOB promptly of any unauthorized or improper use or disclosure of the Confidential Information.
- d) Applicant shall return all the Confidential Information that is in its custody, upon termination / expiry of this Agreement. Also so far as it is practicable Applicant shall immediately expunge any Confidential Information relating to the projects from any computer, word processor or other device in possession or in the custody and control by Applicant or its affiliates.
- e) Applicant hereby unconditionally agrees and undertakes that it and its employees shall not disclose the terms and conditions of the Agreement/ Work Order or any other oral or written information which may contain, hold or bear confidential information or disclose the information submitted by BOB under any other Agreement to any third party unless such disclosure is mandatorily required by law or if it is required necessarily to be disclosed to any other agency/subcontractor or the like for the purpose of performing any of its obligations under the contract.

However the Confidential Information will not be limited to the information mentioned above but not include the following as Confidential Information:

- i. Without breach of these presents, has already become or becomes and/or hereinafter will become part of the public domain;
 - ii. Prior to the disclosure by BOB was known to or in the possession of the Applicant at the time of disclosure ;
 - iii. Was disclosed or parted with the prior consent of BOB;
 - iv. Was acquired by Applicant from any third party under the conditions such that it does not know or have reason to know that such third party acquired directly or indirectly from BOB.
- The Applicant agrees to take all necessary action to protect the Confidential Information against misuse, loss, destruction, deletion and/or alteration. It shall neither misuse or permit misuse directly or indirectly, nor commercially exploit the Confidential Information for economic or other benefit.
- In any dispute over whether information or matter is Proprietary Information or not mentioned herein, it shall be the burden of Applicant to show that such contested information or matter is not Proprietary Information within the meaning of this Agreement, and that it does not constitute violation under any laws for the time being enforced in India.

The confidentiality obligations shall survive the expiry or termination of the EOI / agreement between the applicant and the Bank.

6.8 Termination

Bank reserves the right to terminate this EOI at any stage without any notice or assigning any reason.

The Bank shall have the option to terminate subsequent agreement and/ or any particular order, in whole or in part by giving Firm at least 30 days prior notice in writing. It is clarified that the Firm shall not terminate this EOI & the subsequent Agreement for convenience.

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However the Bank will be entitled to terminate any subsequent agreement, if Firm breaches any of its obligations set forth in this EOI and any subsequent agreement and

- Such breach is not cured within fifteen (15) Days after Bank gives written notice; or
- If such breach is not of the type that could be cured within fifteen (15) Days, failure by Firm to provide Bank, within fifteen (15) Days, with a reasonable plan to cure such breach, which is acceptable to the Bank.

This EOI and subsequent Agreement shall be deemed to have been terminated by either Party one day prior to the happening of the following events of default:

- The other Party becomes unable to pay its debt as they fall due or otherwise enters into any composition or arrangement with or for the benefit of its creditors or any class thereof;
- A liquidator or a receiver is appointed over all or a substantial part of the undertaking, assets or revenues of the other Party and such appointment continues for a period of twenty one (21) days;
- The other Party is subject of an effective resolution for its winding up other than a voluntary winding up for the purpose of reconstruction or amalgamation upon terms previously approved in writing by the other Party; or
- The other Party becomes the subject of a court order for its winding up.

The Firm understands the strategic importance of this Assignment and that it would require tremendous commitment of technical resources for the same from the Firm for the tenure of this EOI and subsequent Agreement. The Parties therefore agree and undertake that an exit at any point in time resulting due to expiry or termination of this EOI and subsequent Agreement for any reason whatsoever would be a slow process over a period of Thirty (30) days, after the completion of the notice period of thirty (30) days. During this period, the Firm shall continue to provide the Deliverables and the Services in accordance with this EOI and subsequent Agreement and shall maintain the agreed Service levels.

Immediately upon the date of expiration or termination of the EOI and subsequent Agreement, the Bank shall have no further obligation to pay any fees for any periods commencing on or after such date.

Without prejudice to the rights of the Parties, upon termination or expiry of this EOI and subsequent Agreement, the Bank shall pay to Firm, within thirty (30) days of such termination or expiry, of the following:

- All the undisputed fees outstanding till the date of termination;

Upon the termination or expiry of this EOI and subsequent Agreement: The rights granted to the Firm shall immediately be terminated.

- Upon the Bank's request in writing, the Firm shall be under an obligation to transfer to the Bank or its designee(s) the Deliverables being used by the Firm to perform the Services free and clear of all liens, security interests, or other encumbrances at a value calculated as stated.

6.9 Publicity

Any publicity by the Firm in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank.

6.10 Solicitation of Employees

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The Firm during the term of the contract shall not without the express written consent of the Bank, directly or indirectly: a) recruit, hire, appoint or engage or attempt to recruit, hire, appoint or engage or discuss employment with or otherwise utilize the services of any person who has been an employee or associate or engaged in any capacity, by the Bank in rendering services in relation to the contract; or b) induce any person who shall have been an employee or associate of the Bank at any time to terminate his/ her relationship with the Bank.

6.11 Inspection of Records

All Firm records with respect to any matters covered by this EOI shall be made available to auditors and or inspecting officials of the Bank and/or Reserve Bank of India and/or any regulatory authority, at any time during normal business hours, as often as the Bank deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. The said records are subject to examination accordingly.

6.12 Compliance with Laws

The Firm shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all the prevailing laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this EOI and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from. Compliance with all applicable laws shall be limited to laws which are directly/ indirectly affecting Bank's business due to the services provided as part of this EOI. However statutory compliance for providing the service mentioned in the EOI needs to be carried out by the Firm.

The Firm shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this assignment or for the conduct of their own business under any applicable Law, the Government Regulation/Guidelines and shall keep the same valid and in force during the term of the assignment, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Bank and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Bank will give notice of any such claim or demand of liability within reasonable time to the Firm.

The Firm is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity shall exclude indirect, consequential and incidental damages.

6.13 Indemnity

The Firm shall indemnify the Bank, and shall always keep indemnified and hold the Bank, its employees, personnel, officers, directors, (hereinafter collectively referred to as "Personnel") harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against the Bank as a result of:

- The Bank's authorized / bona fide use of the Deliverables and /or the Services provided by the Firm under this EOI; and/or
- an act or omission of the Firm and/or its employees, in performance of the obligations under this EOI; and/or

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- Claims made by employees who are deployed by the Firm, against the Bank; and/or claims arising out of employment, non-payment of remuneration and non-provision of statutory benefits by the Firm to its employees. and / or
- Breach of any of the term of this EOI or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Firm under this EOI; and/or
- Any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual Property Rights; and/or
- Breach of confidentiality obligations of the Firm contained in this EOI; and/or
- Negligence or gross misconduct attributable to the Firm or its employees.

Indemnity would cover damages, loss or liabilities actually suffered by the Bank arising out of claims made by customer and / or regulatory authorities for reasons attributable to breach of obligations under this EOI and subsequent agreement by the Firm which is limited to the contract value /total fee quote.

In the event of applicant not fulfilling its obligations under this clause within the period specified in the notice issued by the BOB, Bank has the right to recover the amounts due to it under this provision from any amount payable to the successful applicant under this project.

The indemnities under this clause are in addition to and without prejudice to the indemnities given elsewhere in this EOI / subsequent agreement.

6.14 Corrupt and Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that Firms observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND
- “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among Firms (prior to or after response submission) at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

The Bank reserves the right to reject a proposal for award if it determines that the Firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Bank reserves the right to declare a Firm ineligible, either indefinitely or for a stated period of time as per the Bank’s discretion, to be awarded a contract if at any time it determines that the Firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

The Applicants responding to this EOI need to sign the Integrity Pact (IP) as per attached Annexure -12 which will be also signed by Banks representative.

BOB has appointed Independent External Monitors (IEM) (hereinafter referred to as Monitors) for Integrity Pact in consultation with the Central Vigilance Commission. Name: Shri. Harishwar Dayal (email id: dayalagra@gmail.com) appointed competent and credible Independent External Monitor for this Integrity Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the Integrity Pact.

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Abide with the universal human rights and banks Code of Ethics-

Successful Vendor/Service Provider/Supplier/ Consultant/Contractor, who will be selected according to the service/work/project for which the proposal or quotation is invited shall comply with the Bank's Code of Ethics which is available on the Bank's website>Shareholder's Corner>Policies/Codes> Our Code of Ethics.

The successful bidder shall comply ESG, BRSR and other related parameters including the Declaration of Human Rights, Inclusive of those in the International Bill of Rights and Declaration of Fundamental Rights at work (1998) as per the International Labour Organization as well as the United Nations Guiding Principles on Business and Human Rights and the National Guidelines on Responsible Business Conduct

6.15 Violation of Terms

The Bank shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Firm from committing any violation or enforce the performance of the covenants, obligations and representations contained in this EOI. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Bank may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

6.16 Authorized Signatory

The selected Firm shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract. The selected Firm shall submit, at the time of signing the contract, a letter signed by all the partners, authorizing an official or officials of the Firm or a Power of Attorney copy to discuss, sign agreements/contracts with the Bank. The Firms shall furnish proof of signature identification for above purposes as required by the Bank.

6.17 Service Level Agreement & Non-Disclosure Agreement

The selected Firm shall execute a Non-Disclosure Agreement (NDA) and Service level agreement (SLA). The selected Firm shall execute the NDA & SLA within -15- days from the date of acceptance of letter of appointment.

6.18 Right to Reject Proposals

The Bank reserves the absolute and unconditional right to reject the response to this EOI if it is not in accordance with its requirements and no correspondence will be entertained by the Bank in the matter. Proposals received from Respondents are liable to be rejected if:

- It is not in conformity with the instructions mentioned in the EOI document.
- It is not properly or duly signed.
- It is received through e mail / fax.
- It is received after expiry of the due date and time.
- It is incomplete including non- furnishing the required documents.
- It is evasive or contains incorrect information.
- There is canvassing of any kind.
- It is submitted anywhere other than the place mentioned in the EOI.

6.19 Limitation of Liability

1. The Firm's aggregate liability, in connection with obligations undertaken as a part of this Assignment, whether arising under this assignment regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), other than the circumstances mentioned in the Para 2 of this clause, shall be limited to the total contract value / total fee quote.
2. The Firm's liability in case of claims against the Bank resulting from its wilful misconduct or gross negligence, or loss suffered by Bank due to damage to real or tangible or intangible property by Service Provider, its employees and/ or subcontractors or loss suffered by Bank, due to infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations committed by the Firm shall be unlimited.
3. Under no circumstances, Bank shall be liable to the Firm for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if Bank has been advised of the possibility of such damages.

6.20 Insurance & Penalties

The Firm should obtain Professional Liability Insurance to cover the risk of errors, omissions and/or negligence in conducting the concurrent audit activity. The policy should cover the total contract value/total fee quote.

- a) The Auditor / firms shall indemnify the Bank against all actions, omissions, proceedings, claims, suits, damages, liquidated damages, consequential damages and any other expenses for causes attributable to the Auditor / firm including any loss suffered on account of any breach of the terms and conditions of the offer of the appointment. Firm shall be liable for the penalty to the extent of actual loss suffered by the bank or the total professional fee payable/ total contract value whichever is lower.

6.21 Penalty & Liquidated Damages:

- a) If the selected Applicant Firm fails to complete the due performance of the contract in accordance with the specifications and conditions agreed during the final contract negotiation, the Bank reserves the right to recover penalty @ 10% a percentage of the contract value for non-performance / delayed performance / for the costs in respect of the uncovered trainings.
- b) If the performance is found wanting, then the services of the Auditors shall be terminated / blacklisted with due intimation at the discretion of the Bank and such Audit Firms shall stand de-pannelled. This is without prejudice to referring the issues to the professional body (ICAI and also to RBI) and also claim damages for such unsatisfactory service, whatsoever by the firm or any of its employees.
- c) The Audit Firm shall follow the time norms for completing the Audit and submitting the Audit Report to the Branch / Region / Zone / ZIAD. If there is any delay in submission of the report or the report is wanting in material aspect 10% of the monthly Audit Fee will be deducted without any further reference to the Concurrent Auditor till the deficiency continues. The decision of the Zonal Internal Audit Division (ZIAD) Heads shall be final in this regard.
- d) Firm has to deploy, dedicated Audit Assistant for each Branch / Other Unit having suitable qualification and adequate knowledge & experience for carrying out Concurrent Audit. The Audit Assistant is required to visit the Branch / other unit on all working days for full day. Pro-rata fees shall be deducted, in case Audit Assistant not attended Branch / Other Unit for more than -3- days during the month.

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- e) Notwithstanding what so ever stated in para above, if the selected Applicant fails to adhere the time schedule or fails to complete the due performance of the obligations under this EOI as per Bank's satisfaction, then the Bank can repudiate the contract and recover 10% of the contract value as Liquidated Damages from the selected Applicant.
- f) The Penalty and Liquidated Damages as mentioned above shall be independent to each other and will be levied separately or jointly as the case may be as per discretion of the Bank.
- g) Penalty and Liquidated Damages are not applicable for reasons attributable to the Bank and Force Majeure. However, it is the responsibility of the Applicant to prove that the delay is attributed to the Bank or Force Majeure. The Applicant shall submit the proof authenticated by the Applicant and Bank's official that the delay is attributed to the Bank or Force Majeure along with the bills requesting payment. If the delay is attributable to the Bank, or Force Majeure, or any other circumstances beyond the control of the selected Applicant, then the bank will extend the period of contract to the extent of delay without charging any Penalty / Liquidated Damages

6.22 ABIDE WITH THE UNIVERSAL HUMAN RIGHTS AND BANKS CODE OF ETHICS

The successful bidder shall comply ESG, BRSR and other related parameters including the Declaration of Human Rights, Inclusive of those in the International Bill of Rights and Declaration of Fundamental Rights at work (1998) as per the International Labour Organization as well as the United Nations Guiding Principles on Business and Human Rights and the National Guidelines on Responsible Business Conduct.

7 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, the Bank and its directors, officers, employees, contractors, representatives, agents, and advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incident al thereto) or damage, (Whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the Losses arises in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of the Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisors.

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Annexure 1

**APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS AS
CONCURRENT AUDITORS**

1	Name of the Firm	
2	Constitution	
3	Address with PIN Code	
4	Contact Nos. Mobile + Landline + Email	Mobile: Landline: e-Mail:
5	Date of Establishment	
6	PAN No. of the firm (Copy to be attached)	
7	Registration No. with ICAI (copy to be attached)	
8	Unique Code No. RBI (copy to be attached)	
9	Firm's RBI Category (copy to be attached)	
10	Service Tax Regd. No. of the firm	
11	No. of Partners & Chartered Accountants	
12	Branches of C.A. firm, if any (Districts only)	

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13	Experience of Concurrent Audit with Scheduled Commercial Bank's (Please give details with supporting documents)	Name of Bank	No. of years
14	Additional Qualifications (i.e. CISA/DISA/Con. Audit Course from ICAI) (Please give details with supporting documents)		
15	Experience in specialized areas like Treasury/ FOREX/ CPCs & Big Corporate Branches (Please give details with supporting documents)		
16	Whether the CA firm has conducted Statutory Central Audit or Statutory branch Audit of Bank of Baroda in current or previous financial year	Name of the Branch	Year
17	No. of:- FCA Partner:- ACA Partner CA Employee		
18	Whether the applicant firm is owned or controlled by any Director or Employee of Bank of Baroda, both present and those who have retired in the last two years, or by any of their relatives.	Yes/No	
19	Whether the Firm/ Applicant is blacklisted/ debarred by any Government Financial Institutions/ Banks/ RBI/ ICAI/ IBA/ NFRA/ Government/ Semi Government Departments/ PSUs in India		
20	Name and Qualification of the person identified for conducting the audit		
21	Preferred District / Nearby District in which the applicant prefers to audit.		
22	Any other relevant data		

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 empanelment with BOB as a Concurrent Auditor.

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I/We have read the terms and conditions stipulated for empanelment 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. If selected for empanelment as Concurrent Auditor of the Bank and the offer is accepted, I/We will execute Service Level Agreement with the Bank.

(Note: For the purpose of eligibility criteria, 'scheduled commercial banks' in India excludes Regional Rural Banks, Co-operative Banks, Small Finance Banks & Payment Banks.)

Annexure 2 – Letter of Authorization to Bid

Date:

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

Sir,

SUB: Authorization Letter for submitting bid documents

This has reference to your invitation of application for expansion of pool of Chartered accountant firms as concurrent Auditors of our Branches/ Units from 01.04.2025 to 31.03.2028, Mr / Ms..... is hereby authorized to submit the bid documents and to sign the contract on behalf of our organization for all the services required by the Bank as called for vide the Bank's invitation of application on behalf of our organization. We confirm that the person so authorized above has digital signatures and confirm that all the prices quoted by him shall be binding on us. He/ She is also authorized to take decisions on behalf of the firm till the process is completed.

Certified photocopy of Power of Attorney (POA) of the person authorizing such person is duly submitted.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the Firm against Invitation of Application for expansion of pool of CA firms.

The specimen signature is attested below:

Specimen signature of the Representative

Signature of the Authorizing Authority

Name of the Authorizing Authority (Certified Xerox copy of POA of authorized Signatory/authority is to be submitted)

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Firm in its proposal

Annexure 3- Eligibility Criteria

1. CA Firms already empanelled with us as Concurrent Auditors (vide EOI:116:1 dated 19.02.2024) are not eligible to apply.
2. One Firm is allowed to submit preference for -3- districts/ nearby districts.
3. If one firm applies for more than -3- districts, the application of the firm will be rejected.
4. The C. A. Firms engaged for carrying out Concurrent Audit in any other Zone / Group of our Bank and their engagement period is not coming to end on 31.03.2025 are not eligible to participate.
5. As per Bank's Policy, Tenure of External Concurrent Auditor with Bank shall not be more than five years on continuous basis. Minimum one year cooling period will be applicable for same set of Branches after completion of three year period and also on completion of five years.

Sl. No.	Details	Supporting Documents to be submitted
1	<p>Applicant Chartered Accountant firm / LLP is allowed to apply for maximum of -3- Districts where the CA firm prefers to audit.</p> <p>Subject to the firm/LLP having their Head Office/ Branch Office situated in the same City / Town / District where the Branch / unit of Bank of Baroda is situated for which they are applying for Concurrent Audit.</p> <p>Preference may be given to the CA firms which are in the same village, city, and district of the Branch / unit, however, allocation of the branches / units will be at the sole discretion of the Bank.</p>	Firm Constitution Certificate issued by ICAI / downloaded from ICAI website.
2	The applicant firm should be a Chartered Accountant Firm (Partnership Firm or Limited Liability Partnership), registered with ICAI	Certificate of Registration with ICAI, Partnership Deed in case of Partnership Firm and Registration Certificate of ROC (for LLPs).
3	The applicant firm should be Category -I, II or III as per RBI grade as available on Website www.meficai.org (latest). CA Firms with RBI grading IV are not eligible to apply.	Latest copy of category suggested by RBI in the name of the applicant firm. Copy of MEF certificate in the name of the applicant firm be submitted.
4	The applicant firm should have carried out Concurrent Audit of Branch of any scheduled commercial bank for at least -1- year during last five financial years. Firms who have carried out more number of Concurrent Audits of scheduled commercial Banks, during last five financial years will be preferred. (Note: For the purpose of eligibility criteria compliance, 'scheduled commercial banks' in India excludes Regional Rural Banks, Co-operative Banks, Small Finance Banks & Payment Banks.)	Letter of engagements in the name of the applicant firm be submitted.
5	The applicant firm should have minimum of -1- CISA/ DISA qualified CA partners/ CA Qualified permanent staff as per ICAI certificate of Registration.	CISA/ DISA qualified CA partners and Qualified Permanent staff– copy of CISA/ DISA certificate along with membership number of ICAI to be enclosed

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

6	The applicant firm should not have been black listed/debarred by any Government Financial Institutions/ Banks/ RBI/ ICAI/ IBA/ NFRA/ Government/ Semi Government Departments/ PSUs in India	A self-declaration by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
7	The applicant firm should not be owned or controlled by any Director or Employee of Bank of Baroda, both present and those who have retired in the last two years, or by any of their relatives. Further, the applicant firm shall not engage any of the foregoing persons as partners, employees or contractors for any work whether connected with the "Assignment/ Job/ Engagement" nor shall they benefit directly or indirectly from the "Assignment/ Job/ Engagement" in any manner.	A self-declaration by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
8	As per Bank's Policy, Tenure of External Concurrent Auditor with Bank shall not be more than five years on continuous basis. Minimum one year cooling period will be applicable for same set of Branches after completion of three year period and also on completion of five years. The firms which are under cooling period are not eligible to apply.	A self-declaration by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
9	The selected CA firm should furnish the name, qualification and skill set of the persons, who shall be conducting audit in the branch, to the Bank before commencing audit assignment and such persons will have to continue audit for Twelve (12) months.	A self-declaration by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
10	Selected CA firm will submit undertaking not to Sub contract / sub-assign the Audit Assignment.	Undertaking by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
11	Applicant CA firm should not have conducted Statutory Central Audit or Statutory branch Audit of Bank of Baroda in current or previous financial year (i.e. FY 2023-24 and should not be an SCA/ SBA for FY (2024-25)	A self-declaration by applicant CA firm. (to be submitted at the time of allotment at respective ZIAD)
12	Power Point Presentation (PPT), with maximum -5- PPT Slides, be submitted covering following points 1) Understanding of the Scope of Audit. 2) Technical approach & Methodology 3) Approach towards concurrent audit of the Branch / unit using Audit Capabilities of CA partner / Audit staff, computer literacy, tech-savviness etc. to enhance overall audit effectiveness. 4) Experience of key personnel proposed /assigned (based on the Curriculum Vitae of the Team leaders, Subject Matter Experts for different facets of Banking, resource personnel etc). Key personnel should also be suitably qualified (CA/ CIA/ CISA/ DISA/ MBA). Proposed Team should have experience in the areas of audit execution for Banks in India.	Power Point Presentation (PPT), with maximum -5- PPT Slides by CA firm
General Conditions		
1	The allocation of branches to the selected CA firm will be initially for one year, with quarterly review of performance and may be extended annually for further two years (i.e. for total maximum period of -3- years) on existing terms / conditions and payment terms subject to satisfactory performance review and at the sole discretion of the Bank. Concurrent Audit assignment may be terminated even before the expiry of the term of assignment	

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

	by giving one month notice in advance.
2	Incomplete Applications or Applications without requisite enclosures will not be entertained.
3	Only those applications which are submitted online, on the portal developed for this purpose, will be considered. Hard copies received through Post/ Courier / by Hand delivery or through email will not be entertained.

***Zone means:**

- Ahmedabad Zone: Ahmedabad- I Region, Ahmedabad - III Region, Anand Region, Kheda Region, Ahmedabad - II Region, Banas Kantha Region, Gandhinagar Region, Mehsana Region, Sabarkantha Region, Branches / Other Units Under Zone.
- Baroda Zone : Baroda City Region, Baroda City - II Region, Baroda District Region, Bharuch Region, Godhra Region, Godhra - II Region, Navsari Region, Surat City Region, Surat District Region, Surat City - II Region, Valsad Region, Branches / Other Units Under Zone.
- Bengaluru Zone: Bengaluru Central Region, Bengaluru North Region, Bengaluru Rural Region, Bengaluru South Region, Mandya Region, Mysuru Region, Branches / Other Units Under Zone.
- Bhopal Zone: Bhopal Region, Indore Region, Jabalpur Region, Ratlam Region, Sagar Region, Branches / Other Units Under Zone.
- Bhubaneshwar Zone: Bhubaneshwar Region, Cuttack Region, Jamshedpur Region, Ranchi Region, Sambalpur Region, Branches / Other Units Under Zone.
- Chandigarh Zone: Chandigarh Region, Hissar Region, Karnal Region, Shimla Region, Branch/ Units Under the Zone
- Chennai Zone: Chennai Metro Region, Chennai Rural Region, Coimbatore Region, Madurai Region, Puducherry Region, Tiruchirapalli Region, Branches / Other Units Under Zone.
- Ernakulam Zone: Calicutt Region, Ernakulam Region, Thrissur Region, Trivandrum Region Branches / Other Units Under the Zone
- Hyderabad Zone: Guntur Region, Hyderabad Metro Region, Rajahmundry Region, Telangana North Region, Telangana South Region, Tirupathi Region, Vijaywada Region, Vishakhapatnam Region Branches / Other Units Under Zone.
- Jaipur Zone : Ajmer Region, Alwar Region, Banswara Region, Bharatpur Region, Bhilwara Region, Bikaner Region, Jaipur Region, Jhunjhunu Region, Jodhpur Region, Kota Region, Sawai Madhopur Region, Udaipur Region, Branches / Other Units Under Zone.
- Kolkata Zone : Burdwan Region, Greater Kolkata Region, Kolkata Metro -2 Region, Kolkata Metro Region, Branches / Other Units Under.
- Lucknow Zone : Ambedkar Nagar Region, Ayodhya Region, Fatehpur Region, Gorakhpur Region, Kanpur Dehat Region, Kanpur Metro Region, Lucknow District Region, Lucknow

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Metro Region, Prayagraj - II Region, Prayagraj Region, Rae Bareli Region, Sultanpur Region, Varanasi - II Region, Varanasi Region, Branches / Other Units Under Zone.

- Ludhiana Zone: Ludhiana Region, Amritsar Region, Jalandhar Region, Branches/ Units Under the Zone
- Mangaluru Zone : Gulbarga Region, Hassan Region, Hubballi Region, Mangaluru City Region, Mangaluru District Region, Udupi - II Region, Udupi Region, Branches / Other Units Under
- Meerut Zone : Agra Region, Aligarh Region, Bareilly City Region, Bareilly District Region, Dehradun Region, Haldwani - II Region, Haldwani Region, Meerut Region, Moradabad Region, Shahjahanpur Region, Branches / Other Units Under Zone.
- Mumbai Zone: Mumbai Metro Central Region, Mumbai Metro East Region, Mumbai Metro West Region, Mumbai Metro North Region, Mumbai Metro South Region, Navi Mumbai Region, Branches / Other Units Under Zone, Branches / Other Units Under Zone.
- New Delhi Zone : East Delhi Region, Gurgaon Region, Noida Region, North Delhi Region, South Delhi Region, West Delhi Region, Branches / Other Units Under Zone.
- North Eastern States Zone: Guwahati Region, Jorhat Region, Siliguri Region, Branches/ Units Under the Zone
- Patna Zone : Gaya Region, Muzaffarpur - II Region, Muzaffarpur Region, Patna Region, Purnea Region/ Other Units Under Zone
- Pune Zone Group: Panaji Region, Pune City Region, Pune District Region, Solapur Region, Amravati Region, Aurangabad Region, Jalgaon Region, Kolhapur Region, Nagpur Region, Nashik Region, Branches / Other Units Under Zone.
- Raipur Zone: Raipur Region, Bilaspur Region, Dhamtari Region, Durg Region, Branches/ Units Under the Zone
- Rajkot Zone: Bhavnagar Region, Bhuj Region, Jamnagar Region, Junagadh Region, Rajkot Region, Surendranagar Region, Branches / Other Units Under Zone.

Annexure 3.1 Undertaking for Technical Evaluation

Date:

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

Sub: Undertaking for Technical Evaluation

Having examined the above document, including all Annexure, the undersigned submit following information and supporting document for technical evaluation.

1. Profile (As per certificate of registration with ICAI)	
No of Partners	
No of Full-time Employees (Qualified CA)	
No of Part-time Employees	
No of CISA / DISA certified Partner / Full time qualified employees	

Certificate of registration with ICAI & CISA / DISA Certificates of Partners / Full time qualified employees are attached herewith.

2. Experience – Concurrent Branch Audit (Last Five Years) of Schedule Commercial Bank		
Sr. No.	Bank & Branch	From – To Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Engagement letter received from Bank for Concurrent Audit during last five years is attached herewith.

3. Experience – SBA (Last Five Years) of Schedule Commercial Bank		
Sr. No.	Bank & Branch	From – To Date
1.		
2.		
3.		
4.		
5.		

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

4. Experience – SCA (Last Five Years) of Schedule Commercial Bank		
Sr. No.	Bank	From – To Date
1.		
2.		
3.		

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

Annexure 4 – Team Profile

Profile of Proposed Team Leader and team members

Name	
Present Designation	
Qualifications	
Nationality	
Present Location	
Total Work experience	
Language proficiency	
Areas of expertise relevant to the EOI	
Role in the proposed assignment	
Tasks assigned	

We hereby acknowledge that the information provided by us is true and to the best of our knowledge.

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

In each of the scope listed, if more than one professional is available then the indicative profile of each of such professional should be furnished.

EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

Annexure 5 – Proposed List of Key Personnel

The list should include the team leader and key team members with their proposed role in the assignment

Sr. No.	Name	Age	Qualification	Present Location	Experience relevant to EOI	Proposed role in the Assignment

A list of key personnel to be deployed for the assignment to be furnished with details as per the Table above.

The Bank shall reserve the right to seek the change of resource personnel in case on need.

Signature of the Authorized Signatory

Name:

Designation:

Annexure 6 – Undertaking

(This letter should be on the letterhead of the applicant duly signed by an authorized signatory)

Date:

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

Sub: Undertaking

Having examined the all Annexure and Appendices, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply, deliver, implement and commission ALL the terms mentioned” and the other schedules of requirements and services for Bank of Baroda in conformity with the said document.

- 1) If our application is accepted, we undertake to comply with the delivery schedule as mentioned.
- 2) This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- 3) We certify that we have provided all the information requested by the Bank in the format requested for. We also understand that the Bank has the exclusive right to reject this offer in case the Bank is of the opinion that the required information is not provided or is provided in a different format.

Dated thisby20

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

Annexure 7 – Declaration for Conformity with Hardcopy Letter

(This letter should be on the letterhead of the applicant duly signed by an authorized signatory)

Date:

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

Sub: Declaration for Conformity with Hardcopy Letter

Further to our proposal dated, in response to the Invitation of applications

We hereby covenant, warrant and confirm as follows:

The soft-copies of the proposal submitted by us in response to our application and the related addendums and other documents including the changes made to the original document issued by the Bank, conform to and are identical with the hard-copies of aforesaid proposal submitted by us, in all respects.

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:



Annexure 8 –Conformity Letter

(This letter should be on the letterhead of the applicant duly signed by an authorized signatory)

Date:

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

Sub: EOI Reference No. EOI: CIAD: 117/1 Dated

Further to our proposal dated, in response to the Expression of Interest (Bank's tender No. hereinafter referred to as "EOI") issued by Bank of Baroda ("Bank") we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the EOI and the related addendums and other documents including the changes made to the original EOIs issued by the Bank shall form a valid and binding part of the aforesaid EOI document. The Bank is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Bank's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:



Annexure 9 – Audit Coverage

Minimum Areas of Coverage for Branch:

In line with objective of Concurrent Audit & principal of “**detection of irregularities as near thereto as possible**”, Concurrent Auditor to verify & review all activities of Branch operation on a continuous basis to ensure accuracy, authenticity and due compliance with the internal systems, procedures and guidelines of the bank / other statutory and regulatory guidelines as issued from time to time. The Concurrent Audit should ensure coverage as per prevailing RBI guidelines conveyed vide circular no. DBS.CO.ARS.No.BC.01/08.91.021/2019-20 dated 18-09-2019 and advised by Bank from time to time. The broad area and scope of Audit are as under:

Minimum Areas of Coverage under Concurrent Audit (Branch)	
Sr. No.	Items
A	Cash transactions -Verify
(i)	Surprise physical verification of cash (Piece to piece) at branch and ATM along with safekeeping and custody. Verification of cash replenishment agency vault and agency account
(ii)	Daily cash transactions, particularly any abnormal receipts & payments.
(iii)	Surprise verification of cash by an officer other than the joint custodian.
(iv)	To verify Surprise Cash verification done by RO/ Other branch official
(iv)	Proper accounting of and availability of insurance cover for inward and outward cash remittances.
(v)	Accounting of currency chest transactions and delays/omission in reporting to RBI.
(vi)	Reporting of Counterfeit Currency.
(vii)	All cash transactions of Rs. 10 lakh and above reported in CTR.
(viii)	That all cash transaction of Rs. 50,000 and above invariably indicate Pan No. /Form 60.
B	Clearing transactions -Verify
(i)	Reconciliation with Bank’s account at Clearing House and review of old outstanding entries for reconciliation.
(ii)	Drawings allowed against uncleared instruments - sanction by the controlling authority.
(iii)	Branch is following the guidelines of Positive Pay confirmation.
C	Remittances/Bills for Collection –Verify
(i)	Remittance of funds by way of DDs/TTs/MTs/TC/NEFT/RTGS any other mode in cash exceeding the prescribed limit.
(ii)	Documents of title (lorry receipts, railway receipts, etc.) obtained in favour of the bank and the concerned transporters are on the IBA approved list.
(iii)	Outstanding balance in DP and other transit accounts pending payment beyond prescribed period.
D	Deposits -Verify
(i)	Adherence to KYC/AML guidelines in existing accounts, opening of fresh accounts as well as walk in customer and monitoring of transactions in such accounts including staff accounts. Compliance with Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) including accounts opened through TAB Banking, V-CIP Channel or by RLBO.
(ii)	Large term deposits received and repaid including checking of repayment of term deposit in cash beyond permissible limit.
(iii)	Accounts opened and closed within a short span of time i.e., accounts with quick mortality.
(iv)	Activation and operations in inoperative/Dormant accounts.
(v)	Value dated transactions.
(vi)	Settlement of claims of deceased customers and payment of TDRs against lost receipts and obtention of indemnities, etc. To check revival of dormant accounts and accounts with minimum activities.
(vii)	Examination of multiple credits to single accounts.
(viii)	Reporting of STR.



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(ix)	Transfer of unclaimed Deposits for 10 Years and above to RBI under DEA Fund.
(x)	Monitoring of transactions in new accounts and staff accounts .
(xi)	Whether additional interest rate to be paid to Senior Citizens is being paid to all the eligible Senior Citizens or not?
(xii)	Verification of Sr. Citizen Status of customer according to their date of birth available in branch records and application of Sr. Citizen Interest benefit.
(xiii)	Verification of Mis-match in title of account and Customer Name.
(xiv)	Verification of account Modification – i.e. Change of Address, bank Detail, Nomination, PAN, E mail Address, mobile No. etc. done as per guidelines.
E	Treasury operations –Verify
(i)	If branch has acted within HO instructions for purchase and sale of securities.
(ii)	Periodic confirmation of Derivative contracts with counterparties.
(iii)	Adherence to regulatory guidelines with respect to Treasury deals/structured deals.
(iv)	Controls around deal modification/cancellation/deletion, wherever applicable.
(v)	Cancellation of forward contracts and passing/recovery of exchange gain/loss.
(vi)	Gaps and OPL maintained in different currencies vis-à-vis prescribed limit for the same.
(vii)	Reconciliation of Nostro and Vostro accounts-balances in Nostro accounts in different foreign currencies are within the limits prescribed by the bank.
(viii)	Collection of underlying documents for Derivative & Forward contracts. Delays, if any.
(ix)	Instances of booking and cancellation of forward contracts with the same counterparty within a span of couple of days or a few days.
(x)	Whether branch is doing due diligence of import documents before making remittances viz., Invoice containing payment terms and shipping terms etc.; Source of the bills, Submission of Bill of Lading; Proper format of BoE; Credit report of overseas supplier; Any other documents etc.
(xi)	Whether Branch is doing follow up to obtain evidence of import and ascertain the age wise status of outstanding entries. In case the bill of entry is not submitted for more than 6 months whether the same has been reported to DOE and proper record is being maintained by the branch.
(xii)	Whether branch ensured that the goods being imported for which advance remittance request is received are in the line of business of the importer and verify the past record of transactions with the same overseas supplier and permissible under trade policy
(xiii)	Branch is following the guidelines for newly opened current account, there will be cooling period of initial six months for making advance remittance against Imports
(xiv)	Whether branch is vigorously follow up with the branch where evidence of import not received within one month from the date of remittance,
(xv)	Verification of entries in EDPMS/IDPMS
(x)	Sample check some of the deals and comment on the correctness of computation.
(xi)	Checking of application money, reconciliation of SGL account, compliance to RBI norms.
(xii)	Checking of custody of unused BR Forms & their utilization in terms of Master Circular on Prudential Norms on Classification, Valuation and Operations of Investment Portfolio by banks.
(xiii)	To ensure that the treasury operations of the bank have been conducted in accordance with the instructions issued by the RBI from time to time.
F	Loans & Advances-Verify
(i)	Report Bills/cheques purchased, if in the nature of accommodation bills.
(ii)	Proper follow-up of overdue bills purchased/discounted/negotiated.
(iii)	Fresh loans and advances (including staff advances) have been sanctioned properly and in accordance with delegated authority.
(iv)	Reporting of instances of exceeding delegated powers to controlling/head office by the branch and have been confirmed or ratified by the competent authority.
(v)	Securities and documents have been received as applicable to particular loan.
(vi)	Securities have been properly charged/ registered and valued by competent person. Whether the same has been entered in the bank's system – Verification of correctness of Security Values in Advance Accounts, including clean loan, entered in FINACLE.



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(vii)	All conditions of sanction have been complied with.
(viii)	Master data relating to limit, rate of interest, EMI, moratorium period details have been correctly entered and updated/modified in the system.
(ix)	Value dated entries passed in advances accounts.
(x)	Post disbursement supervision and follow-up is proper, such as physical verification of securities, end use verification of funds, timely receipt of stock and book debt statements, QIS data, analysis of financial data submitted by borrower, verification of securities by third parties, renewal of limits, insurance, monitoring of accounts with excess drawing, monitoring of project etc.
(xi)	Whether there is any mutualisation of the loans and whether there are instances indicative of diversion of funds.
(xii)	Compliance of prudential norms on income recognition, asset classification and provisioning pertaining to advances.
(xiii)	Whether monthly updating of drawing power in the computer system on the basis of stock statements/book debt statement/ other financial data received from the borrowers.
(xiv)	Recovery in compromise cases is in accordance with the terms and conditions of the compromise agreement and as per Bank's guidelines.
(xv)	Whether OTS has been done as per the agreement and as per Bank's Guidelines, including those covered under special campaigns.
(xvi)	To check if any Digital loan has been opened manually by the Branch.
(xvii)	To check review and renewal of loans.
(xviii)	100 % verification of all fresh Sanctions and Review of facility during month and compliance of sanction terms.
(xix)	Recovery of Service Charges.
(xx)	<p>Limit Node is created in CBS in eligible cases & the Limit node is as per Sanction & all the sanctioned facilities are reflected correctly.</p> <ul style="list-style-type: none"> • Limit Nodes have been defined for all the borrowers of the Branch in line with the latest sanction (including those limits which have been sanctioned on standalone basis) and sanction acceptance for the same is in place (pending disbursement). • Every account with sanction limit (Fund Based / Non-fund based) has been linked to respective limit id defined in the limit node. • No Duplicate limit nodes exists for the same Borrower. • Each limit node has the prefix as Customer ID only. • Limits should not include Treasury, International, Retail, Bills discounting under Bank LC, LABOD, Treds.
(xxi)	Random checking of accounts for CRILC reporting and verify that all the eligible accounts are correctly reported in CRILIC.
(xxii)	To check all the fresh Loan Account are processed through LLPS system.
G	LC/BG -Verify
(i)	LC/BG issued/amended as per the approved format/model guarantee prescribed and standard limitation clause incorporated. Whether counter indemnity obtained as prescribed.
(ii)	Any deviation from the terms of sanction in regard to margin, security, purpose, period, beneficiary, collection of charges, commission/fee, etc.
(iii)	Whether payment is made to the debit of party's account on due date without creating overdraft/debiting suspense, in case of deferred payment guarantee.
(iv)	Letter of Credit extended by State Government is not enough in such cases and Bank should try for Escrow mechanism.
(v)	Whether Government Guarantee explored in cases of lending to State Government SPV's and ensure that the project is economically feasible and sufficient revenue flow is there.
(vi)	Branches to obtain the information on quarterly basis from borrower with regards to monitoring of performance projects for which Bank Guarantee is issued for accounts with aggregate exposure of Rs 10 Crores and above (Irrespective of BG Limits)
(vii)	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time.



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H	Foreign Exchange transactions-Verify
(i)	Recovery of charges as per HO Guidelines.
(ii)	Packing credit released, whether backed by LC or confirmed export order.
(iii)	Availability of ECGC cover and compliance with ECGC terms.
(iv)	Submission of statutory returns on export/ import transactions, like BEF statements, XOS, write off of export bills, etc. Follow up of outstanding export bills and exchange control copy of bill of entry.
(v)	Irregularities in opening of new accounts and operation in NRO, FCNR, SNRR NRE, RFC, EEFC, etc., and debits/credits entries permissible under the rules.
(vi)	Whether operations in FCRA accounts are as permitted by MHA and FCRA guidelines.
(vii)	Margin, Booking, utilization, extension and cancellation of forward contracts.
(viii)	SWIFT Related Operational Control Measures – 100% verification of Logs generated for all Financial and Non-Financial Messages and matching with corresponding limit set and with entry passed in FINACLE
(ix)	Verification of pre shipment & post shipment finance – compliance of sanction terms and condition, documentation, Period, Disbursement, Liquidation, Monitoring.
(x)	Compliance to RBI Guidelines, other Regulatory guidelines or Bank’s Internal policy guidelines issued from time to time.
I	House Keeping -Verify
(i)	Exceptional transaction reports are generated and verified by branch staff as prescribed.
(ii)	Review of all balance sheet heads and outstanding entries in accounts, e.g., suspense, sundry and inter-bank accounts. Review of follow up of entries pending for reversal. Report variance in Business figures / Instances of Window Dressing.
(iii)	Scrutiny of daily vouchers with more emphasis on high value transaction including high value expenses and debit entries in Suspense account.
(iv)	Debits in accounts where signatures are pending for scanning.
(v)	Whether records related to KYC/vouchers and other critical areas are sent to specific places like archival centre, record room as per stipulated periodicity.
(vi)	Adherence to KYC/AML guidelines in opening fresh account and subsequent modifications of records and monitoring of transaction.
(vii)	Reconciliation of Accounts, Monitoring of General Ledger / Subsidiary General Ledger / Parking Account and opening of Internal Accounts etc.
J	Verification of Merchant Banking Business-Verify
(i)	Whether the instructions given by the controlling branch are properly followed where the branch acts as a collecting branch for issue business.
(ii)	Whether daily collection position is advised to the controlling branch.
(iii)	Whether recovery of the commission/fees and out of pocket expenses as agreed with the respective companies and whether the competent authority has duly authorized any waiver or reduction of such charges.
(iv)	Whether the prescribed preventive vigilance measures are observed by the branch.
(v)	Where data entry or data processing work is entrusted to outside agencies, the competent authority duly approves these and the prescribed stamped indemnity has been obtained from such agencies.
(vi)	Whether dividend interest warrants/refund payment accounts of companies are funded prior to dispatch of the relative warrants by the companies and there is no misuse of the facility.
(vii)	Whether Claims for reimbursement of amounts of paid warrants received from paying branches are processed and debited to the concerned company’s account promptly.
(viii)	Whether charge on security has been created, wherever debenture trustee activity is undertaken by bank.
K	Verification of Credit Card/Debit card/Mobile No./BOB World/Internet Banking –Verify
(i)	Application for the issue of Debit card / Credit card has been properly examined and record of issue of the same has been maintained.
(ii)	Whether overdraft/debits arising out of the use of credit cards are promptly recovered and informed to higher authorities.
(iii)	Whether undelivered credit cards are properly kept as security items and followed up with



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	credit card department for further instructions.
(iv)	Physical verification of ATM cards, debit cards, credit cards, passwords and PINS, control over issue & delivery, safe keeping and custody at all the locations. Report loss of any such items.
(V)	Application/consent form for change of mobile no, activation/deactivation of BOB World, Internet Banking and other alternate delivery channel. Physical verification of record keeping of the same.
L	Others –Verify
(i)	Compliance of provisions relating to Tax Deducted at Source, GST, trade tax, Professional Tax, other duties and taxes. Check/ Verify all the bill/payments from the angel of TDS/TCS/GST.
(ii)	Physical verification of inventory, control over issue of inventory, safe keeping and custody of security forms. Report any loss of such items.
(iii)	Physical verification of other deliverable items, control over issue, safe keeping and custody.
(iv)	Physical verification of Gold packets, control over issue, safe keeping and custody.
(v)	Custody and movement of branch keys.
(vi)	Locker keys and locker operations-linking of FDR as security for locker/operation of locker/inoperative lockers/ nomination/other issues.
(vii)	Safe custody of branch documents like death claim cases, issuance of duplicate DD/PO/FDR, checking of indemnities, etc. and verification of documents executed during the period under audit.
(viii)	Reporting of frauds.
(ix)	Verification of modification in account and customer profile such as modification in Review Date, Drawing Power, Limit, Freezing / unfreezing of Account, A/c activation from Dormant to Active, change in Customer's Mobile No and seeding of Mobile No. first time in account, Interest table code change, modification in LAD Date, Change of customer ID in A/c, Re KYC etc.
(x)	Verification of compliance of guidelines and sanction terms in respect of Portfolio Purchase Account handle by Branch. Substantial verification of pay out records and asset classification with Originator's records. Certification for verification of pay out sheets.
(xi)	Submission of separate half yearly Internal Audit Report of Demat Authorized Branches.
(xii)	Verification of all currency Chest Transactions (deposits / Withdrawals / Remittances / Diversion / Opening – Closing Balance) in e-KUBER CC Portal on weekly basis (Applicable for all Currency Chest Branches or Currency Chest is linked with Branch)
(xiii)	Certify the Balance of the Currency Chest / Link Currency Chest of Branch as on the last working day of February & March of the each year or as and when required by regulator and issue duly signed Balance Certificate bearing seal of Firm & UDIN No. by 5 th day of succeeding month along with Balance confirmation certification. Balance Confirmation certificate is duly signed with proper seal and UDIN.
(xiv)	Conduct of employees, mis-selling of products etc.
(xv)	Monitoring of overdue statements (Bills Purchased / Discounted / negotiated etc.
(xvi)	Any other activity / checklist which may be included in future as per Bank's / RBI / Govt. Guidelines from time to time.
(xvii)	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time and certification if any required as per Regulatory Guidelines.
(xviii)	Certification of Regulatory Returns / Statements. Observance on accuracy and timeline.
(xix)	Verification of calculation of Interest Reversal by Branch for refund of excess interest charged in borrower account.

Substantial checking of all the process / activity / transaction undertaken by Branch or any other centralized units to be covered under Audit Program. The above scope of audit is to be covered under (a) Daily Activity (b) Weekly Activity (c) Fortnightly Activity and (d) Monthly Activity, the indicative list is as under:-



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

Daily Activity:

Area	Sub-Area	Frequency (Daily)
Control Report	Concurrent Auditor to verify that all daily Control reports viz. Supplementary, Day Book, Exceptional transaction Report, Offsol & Intersol Transaction Report, Mobile No. change report, Dormant to active Accounts, Transactions in newly opened accounts, AML suspect report are generated and checked and carry out substantial checking of related internal controls. (T + 1 Basis)	
Deposit Account	Concurrent Auditor to carry out examination of all newly opened SB & CA accounts (A/c opened at RLBO, BCs & Tab Banking. Viz. Review of AOF duly filled in, Compliance of KYC & AML norms & Enrichment of Customer profile in Finacle. (T + 1 Basis)	
Deposit Account	Review of compliance of newly opened accounts through V-CIP. (KYC Compliance) - (T + 1 Basis)	
Deposit Account	Concurrent Auditor to Review Closure & Modification carried out in any SB & CA – and verify that application & other required underlying documents from customer is obtained. (T + 1 Basis)	
Deposit Account	Review of all Term Deposit – Opened/Renewed / Closed. – KYC, TDS, Pay-out, Prepayment charge in applicable cases. (T + 1 Basis)	
Branch operation	Concurrent Auditor to verify Issuance of Cheque Book, ATM card, Due diligence by Branch in case of chq. Returned undelivered. (T + 1 Basis)	
Transaction verification	Review of Transaction – (Transfer, RTGS, NEFT, Cash) with focus on transactions appearing under Exceptional Transaction Report, Inter Sol Transaction, Transaction in newly opened accounts, staff Accounts. Sampling Criteria : Above – 25 Lacs – 100 % Between 10 Lacs to up to 25 Lacs – 10 % Between 1 Lac to up to 10 Lacs – 5 % Below one lac – Substantial checking as decided by concurrent Auditor.	
Transaction verification	Review of Transaction under Top -20- Asset Accounts.	
Transaction verification	Review of Transaction in Office Account viz. Intermediary A/c, RTGS, IBSA, BITTA, Banker's Chq, Suspense (Staff), Suspense (General), Clearing Adjustment.	
Transaction verification	Review of manual Debit transactions in P/L Income Heads & manual credit in P/L Expenses Head	
Transaction verification	Checking instances of manual debit transactions in NPA Accounts.	
Forex	Verification of 100 % Swift Transactions log.	
Transaction verification	Review of Debit & Credit to PROXY Accounts	

Weekly Activity: Entire activity is to be spread over all working days in a week in appropriate proposition so that by end of week, observation is concurrently made ready for formalization with Branch & submission.

Area	Sub-Area	Frequency (Maximum)
Operation	Modification	Weekly
	Concurrent Auditor to generate the report through menu option "AUDITRPT" for changes in parameters / modification effected by Branch such as Limit Change, LAD Date Change, Mobile Change, Freeze / Unfreeze etc. and verify that underlying documents are available	
Credit /	Application Documents	T + 7 basis, T being the date of the sanction.



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Advances	To be done for all accounts sanctioned : Concurrent auditor is required to check the application documents, KYC , basic details of the customer, credit scores and any other parameters as defined by the Banks extant guidelines from time to time.	
	Credit Appraisal	T + 7 basis, T being the date of the sanction.
	To be done for all a) new a/cs sanctioned & b) all existing a/cs reviewed and /or with increase during the month. Concurrent auditor is required to check credit appraisal, sanction as per authority defined by DLP and any other parameters as defined by the Banks extant guidelines from time to time. Observations to be highlighted as far as possible prior to disbursement and immediately after sanction to ensure that discrepancies, if any are rectified prior to disbursal.	
	Credit Sanction Reporting and its Review	T + 7 basis, T being the date of the sanction.
	To be done for all a) new a/cs sanctioned & b) all existing a/cs reviewed and/ or with increase during the month. Concurrent auditor is required to check PSR reporting requirements and any other parameters as defined by the Banks extant guidelines from time to time. Observations to be highlighted preferably prior to disbursement and immediately after sanction to ensure that discrepancies, if any are rectified prior to disbursal.	
	Documentation	To be checked minimum TAT of 5 – 7 days is maintained from the date of disbursement to the date of Audit
	To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month & c) in all a/cs where fresh documents are obtained Auditor to review all loan related documents executed with the customer as per the formats and guidelines published by the bank from time to time.	
Credit / Advances	Disbursement	Weekly
	To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month Concurrent auditor is required to check compliance to the pre and post disbursement requirements of the accounts, CERSAI Charge Creation for Movable & Immovable, Insurance Coverage of charged Securities and any other parameters as defined by the Banks extant guidelines from time to time.	
	Incorrect Security details in Unsecured Consumer Credit portfolio.	
Credit / Advances	Interest / other service charges	To be checked on a weekly basis such that minimum TAT of 5 – 7 days is maintained from the date of disbursement to the date of Audit
	To be done for all a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month c) all other accounts to be checked such that 1/ 12 th of the accounts are audited within the month For all new accounts disbursed and accounts reviewed during the month, concurrent auditor is required to check whether all processing charges, stamp duty charges and other onetime charges are collected and posting of the same has been correctly done. Interest rate set in the system is accurate etc. For all other existing accounts, checking of regular interest and other charges recovery as applicable to the account to be verified and reported as per Bank's extant guidelines from time to time.	
Para Banking Activities	Safe Deposit Locker	On a T + 2 basis for all new lockers hired out during the month For all others, Monthly 1/ 12 th of accounts of the branch such that all lockers of the branch are covered and reported upon during the financial year



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	Auditor to check records of all lockers hired out in the current month (including lockers re-allocated) + 1/ 12 th lockers already hired out earlier thereby ensuring coverage for all lockers during the year. Auditor to verify KYC Compliances, maintenance of locker keys, recovery of locker rent, CBS records for the lockers as per banks' extant guidelines.
Office A/c & Compliance	Examination of transaction as well as review of compliance of daily reports already submitted

Fortnightly Activity:

Daily Activity : (T + 1 Basis)	
Cash	Surprise verification of Cash (Piece to piece) to be conducted by Concurrent Auditor on fortnightly basis.
Compliance Testing	Review of Compliance of all previous Audit Observation viz. Daily, weekly, Monthly etc.

Monthly Activity:

Area	Sub Area	Frequency
Credit / Advances	Security/ Charge Creation	Monthly
	Auditor to check charge creation and other formalities in such regard have been completed in all respects for a) new a/cs disbursed & b) all existing a/cs reviewed with increase during the month. Auditor to monitor such cases on a month on month basis to ensure compliance and follow up on the same.	
	Legal Compliance and Due Diligence	Monthly
	To be done for all a) new a/cs sanctioned & b) all existing a/cs reviewed with increase during the month. Concurrent auditor is required to check legal compliance and any other parameters as defined by the Banks extant guidelines from time to time.	
	Credit Monitoring	Monthly 1/ 12 th of accounts of the branch to be reviewed such that all accounts of the branch are covered and reported upon during the financial year
	To be done for Top -20- Accounts & 1/ 12 th Accounts of Branch on monthly basis. All fresh accounts disbursed and reviewed with increase to be covered as part of credit monitoring only after a quarter has elapsed since the disbursement. All existing accounts to be covered on a regular month on month basis. Concurrent auditor is required to check post disbursement monitoring aspects, submission of control reports, CERSAI Charge creation for Movable & Immovable assets, Insurance Coverage of charged securities, calculation of Drawing power, and updation of correct security value in system, SMA accounts and any other parameters as defined by the Banks extant guidelines from time to time.	
	Review/ Renewal of limits	Monthly
To be done for all accounts due and overdue for review in the month Auditor to check if a/cs overdue for review and comment whether requisite papers / documents etc. have been submitted before the due date and due approvals have been sought for allowing operations in case of delayed review of account, conduct of account has been accurately reported and put for approval to higher authorities. All other guidelines of bank published from time to time to be checked and reported by the auditor.		
Credit / Advances	To be done for all accounts closed during the month Auditor to verify the collection of foreclosure charges in preclosed accounts, acknowledgement on hand over of documents and NOC issuance process as per the bank's extant guidelines.	



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Loan Review Mechanism	Auditor to verify identified loan accounts of Rs. 10 lacs and above but below Rs. 10.00 crores under Loan Review Mechanism through as per checklist/ digital portal	
NPA Management	Accounts causing concern	Monthly
	Restructured /Rescheduled accounts	
	To be covered for all NPA, restructured and rescheduled accounts. Auditor to check list of NPA accounts as per Finacle etc., all necessary follow up in terms of issuance of legal notices, valuation, restructuring as per bank's extant guidelines, correct tagging of accounts as NPA and restructured in Finacle etc. has been carried out as per Bank's extant guidelines.	
Cash Management	Auditor to verify controls over cash management at branches, including but not limited to dual custody, physical balances of cash, surprise verifications by Branch Manager / Officer, maintenance of cash scrolls, retention limits on cash, maintenance of all related registers and any other cash management controls prescribed by bank's extant guidelines.	
Remittance	Auditor to verify the controls over remittances processed at the branches in terms of obtaining PAN/ authority letters of processing of transactions, compliance to guidelines in respect of RTGS/NEFT, cancellation of DDs / BCs, Issuing of duplicate DDs/BCs, Return of unsuccessful RTGS / NEFT within time norms, Recon of G/L RTGS / NEFT Sundry Deposit A/c on daily basis brought as NIL by the branch.	
Cheque/ Bills/ Collection / Purchase Clearing	Auditor to verify transactions pertaining to the clearing, collection, purchase, cheque with regards to lodging of the Inward Cheque / Bills, Outward Cheque / Bills received for collection in the system, collection of charges, monitoring of returned cheque etc.as per bank's extant instructions published from time to time.	
Government Business	Government Business	Monthly
	Auditor to verify all transactions pertaining to receipt of various taxes, time norms for remittance, processing of pension payments, monitoring of the G/L Sundry Creditors/ Sundry Deposits A/cs, claim and receipt of turnover/ agency commission on a quarterly basis	
Para Banking Activities	bancassurance /Baroda Health	Monthly
	Auditor to verify that premium collected for Bancassurance / Baroda Health are deposited promptly and application are forwarded to the concerned company promptly. Auditors' observation on marketing of the other products of the bank is observed.	
	Demat Accounts	Monthly
	All fresh Demat accounts opened during the month – only for authorized branches. Auditor to verify that TIFDs / DIS are issued only to customers who visit the branch personally, after obtaining approval of authorized officer. Proper record of loose TIFDs is maintained. (Not more than 10 loose TIFDs can be issued to a customer in a year as per NSDL / CDSL rules) as per NSDL / CDSL guidelines. There were no claims for failure of trade due to delay in processing TIFDs. Auditor to verify that there were no claims for failure of trade due to delay in processing TIFDs	
	Alternative Delivery Channel	Monthly
	Auditor to verify on a periodic basis whether Register for Debit Cards and PINs are maintained recording the date of receipt , related a/c no, date of delivery, signatures of a/c holders are verified before delivery to customers, all undelivered net banking pins, card related pins are recorded in register and kept in safe custody.	
Forex	Forex	Monthly



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	<p>For all the products pertaining to Foreign Exchange: Auditors to verify the process from issuance to closure, i.e.,</p> <ul style="list-style-type: none"> ➤ Sanction letter with the allocated limits assigned to the customer for the products requested. ➤ Issuance of the product to the customer after obtaining the required documents, i.e. customer request letter, authorized sanction letter, etc. ➤ Amendments to the non-fund based facility obtained by the customer on account of changes in tenor, amount, address, etc. ➤ Invocation of a bank guarantee involves the receipt of an intimation via SWIFT to invoke the guarantee by the overseas party ➤ Details of the product to be accurately fed into the system (FINACLE), generally initiated by the assistant and subsequently verified by the officer. ➤ Limit monitoring by means of preparation of a sanction letter upon utilization of a limit or sub-limit of a product. ➤ Closure of the product in the system and the outstanding as well as reinstatement of the limit for the concerned product. ➤ Validation of the nature of exposure for which the non-fund based facility is being utilized. <p>Concurrent auditor is required to check all the documents at the various phases, i.e., issuance, utilization and closure of a product. Auditor to also verify the sanction limits, appraisal, sanction as per authority defined by DLP and any other parameters as defined by the Banks guidelines from time to time. Auditor has to also verify accurate input of details into FINACLE, receipt of authentic communication from the overseas party's bank via SWIFT, margin maintenance, adherence of the sanction letter follow-up to close the outstanding accounts, etc.</p>	
Statutory Compliances	Statutory Compliances	<p>Monthly, quarterly based on the returns to be submitted</p> <ul style="list-style-type: none"> • All checks pertaining to the submission of returns and reports as per statutory guidelines to be verified by the auditor for the month. Similarly all quarterly reports and returns may be checked at such frequency. Display of all necessary notices, certificates and compliances to BCSBI codes should be checked on an adhoc periodic basis and reported. • Verification of opening and conduct of <i>MOTOR Accident Claim Tribunal Accounts</i> with regards to deposits by the insurance companies and payment of claims and to check if proper and timely reconciliation is being done by the Branch.
Controls & Audits	<p>Controls</p> <p>Auditor to verify all debits to income accounts, outstanding entries in the sensitive accounts, reconciliation of all accounts with CBO/ RBO/ Other banks, posting of back dated transactions, monitoring of outsourcing activities like AMC contracts, compliances to the DAP for making payments, levy of service charges on a periodic basis.</p> <p>Audits</p> <p>Auditor to verify the status of compliance of audit reports for any type of audit conducted in the current financial year and compliance status of Qualified Rectification Certificates drawn up in reports for earlier periods which have not been converted to CRC on a quarterly basis. On a monthly basis. All errors reported by the CEMU unit as part of CIAD to be verified. All open issues may be reported by the concurrent auditors and frequent alerts raised to be probed further for investigation.</p>	<p>Monthly</p> <p>Monthly for CEMU alerts Quarterly for all other audits</p>
Security &	Security Items	Monthly



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Administration	Auditor to verify that the entire stock of security forms e.g. Cheque Books, DDs, BCs, FDR receipts etc.	
	<ul style="list-style-type: none"> ○ Are held in joint custody and stored in fireproof safe / vault. ○ All receipts and issues are recorded immediately in system. ○ Physical stocks tally with system stock ○ Loose / Floating stocks are also recorded and physical stocks tally with records. ○ GOLD packet to be tallied with system. 	
	Physical Security	Monthly
	Auditor to verify that the security equipment installed in the branch are in working condition and Maintenance Contracts are renewed & valid e.g. Alarm System, CCTV (if installed), Armed Guard, Electrical Audit, Visit by the security officer etc. and data backup of CCTV for last 90 days available.	
	Token vending & display system Cheque Receipt machines Auditor to verify that the right type of Fire Extinguishers / Smoke Detectors are installed and are in working conditions.	
	Administration	Monthly
Business Continuity plans and IT Security	Auditor to verify preparation of mandatory administration / staff MIS statements/reports, Certified by Branch Head and submitted in time, access to and retrieval of old records is authorized by Branch Head and proper record of the same is maintained, vouchers are properly authorized by at least two officials & P/L vouchers are authorized & countersigned by Branch Head, PL debit vouchers are authorized by two officers having sufficient delegated power, premises / electrical fittings / signage / notice boards etc. are maintained clean and tidy, lease deed is in force, copy of lease deed is kept in safe, verify that rent paid and taxes are paid as per agreement and TDS deducted as per rules, submission of returns and reports to RBI, verification of Fixed assets in branch with FASSET records, renewal of AMCs	
	Fraud Control	Monthly
	Auditor to verify :	
	<ul style="list-style-type: none"> ○ That all cases of suspected / detected Frauds are reported to controlling office immediately on detection and follow up action is taken e.g. filing of Police complaints, lodgement of insurance claim, examination of staff accountability etc. ○ Fraud Monitoring Report is filed within 7 days of detection to RBI and a copy obtained and kept on record. 	
Business Continuity plans and IT Security	IT	Quarterly
	Auditor to report on the access controls to server rooms, network equipment maintenance of hardware, working of UPS at branches, password sharing within the staff, anti-virus software are live and working on all PCs, maintenance of data cabling etc.	
	BCP	Quarterly
Verification of the conduct of BCP team based out of the branches and regular conduct of meetings, availability of all emergency contact numbers, AMC vendors etc. number are available readily, back up data maintenance and storage at the offsite locations and any other applicable guidelines on BCP prescribed by the bank from time to time.		
Customer Service	Customer Service	Quarterly
	Auditor to report on the maintenance of customer service at the branches and following of BCSBI code at the branches with regards to timely delivery of services, disposal of complaints at branches. Auditor to report on the last meeting of customer service committee held at the branch and whether implementation of accepted recommendations noticed at the branch.	
Other Areas	Internal Control	Monthly



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	<ul style="list-style-type: none"> ❖ Updation of Debtors, Creditors, Associate concerns & Subsidiaries (Menu : LOTPHD) – (ref : BCC:BR:112:504 Dated 26-08-2020) ❖ Comparative analysis of GL heads and PL heads and review the variance. ❖ The transactions and reconciliation position of internal office accounts and GLs transactions to be verified by the auditors in respect of branch / Zone / Administrative office and any deviation observed should be reported. ❖ Reversal of Charges / wrong interest as per DAP / Guidelines. ❖ Pay out to DSA / Business Correspondence / car dealer ❖ Reconciliation of GBM Accounts (PPF, SCSS) ❖ Transaction / Reconciliation of Inter Bank Account. ❖ Tracking of Audit Observation & reporting under persisting irregularity. ❖ Password sharing. ❖ Risk Classification of accounts and due diligence in High risk accounts. Ultra Violet ray machines are available and used for payment /. Transfer of high value cheques as per guidelines. ❖ TDR receipts are attached as security for LABOD / ODBOD. ❖ Sanction / Appraisal of Retail Loans & Agriculture Loans under LLPS and Account opening through LLPS. ❖ Periodical updation of KYC and KYC expired documents. ❖ Advance against Gold Loan is to be sanctioned after weighing and valuation of gold ornaments by assayer in Branch premises and in presence of BH / Officer. The jewel loan packets to be kept under joint custody immediately after pledge of ornaments by the borrower. Periodical verification of gold loan packets is carried out and norms for re assaying of gold ornaments is observed by Branch. Periodical verification of Gold loan packet and to be tallied with Finacle ❖ Details of casual/temporary workmen, if any, engaged by the branch without specific approval from controlling authority to be commented in Audit Report. ❖ Presence of any early warning signal, high value payment to unrelated party, large no. of inter firm transaction with inter connected companies, substantial related party / inter group transactions. ❖ PSR statement of advances, TOD/ Excess statements are submitted to Regional Office on monthly basis. For Retail loans all credit proposal Rs.5/- lacs and above and for other loans all credit proposal Rs. 25/- lacs submitted to Regional Office within 7 days of sanction. ❖ Complaint Redressal & Customer Service at Branch. ❖ Customer Service and Observations during the Branch level Customer Service Meeting ❖ Observations in respect of entries made by the branch / region / zone / vertical in “GL recon Tool” ❖ Verification of Sr. Citizen Status of customer according to their date of birth available in branch records and application of Sr. Citizen Interest benefit. ❖ Verification of Constitution of customers to avoid passing of undue Sr. Citizen Benefit to Non Individual / in eligible customers. ❖ Verification of Mis-match in Title of account and Customer name ❖ Check/ verify all the bills/payments from the angle of TDS/TCS ❖ Generate and verify eTDS Report (deductee records report generated from ETDSMENU menu-option no.5) and incorporate comments regarding:- <ul style="list-style-type: none"> a. TDS is being deducted under correct section at applicable rate b. Valid lower deduction certificate is present where tax has been deducted at less than applicable rate c. Valid nil deduction certificate or proper reason as provided under TDS provision has been noted where tax has not been deducted d. GST TDS has not been deducted at applicable rates e. Please note that GST TDS has not been deducted in case of
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	vendors/suppliers which are Public Sector Undertakings
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Please note that the scope provided above is purely indicative but not limited to the points listed; additional aspects will necessarily need to be covered depending on the nature of business at the branch level and as per checklist applicable.

Minimum Areas of Coverage for CBO's (Service Branch / City Back Office):

Sr. No.	Coverage
1.	Checking month wise Variations on each Head of account under Asset & Liabilities and Income & Expenditure Account.
2.	Transactions in Suspense & Sensitive Accounts and reconciliation.
3.	Inward & Outward Clearing – Substantial Checking
4.	Electronic Clearing System (ECS), NACH Clearing.
5.	Transactions in Bankers Accounts & Reconciliation.
6.	Transactions in Internal Office Accounts and reconciliation
7.	Remittance Accounts
8.	Staff Salaries, Wages, Allowances, etc.
9.	Bill Desk.
10.	Government Business
11.	Central Board for Direct Taxes
12.	Sales Tax & Professional Tax
13.	Pension Claim, Turnover Commission claim on Govt. Business.
14.	Reconciliation
15.	Frauds & Misappropriation
16.	Observation on checklist items & other Bank's / RBI / Regulatory guidelines
17.	Any other activity / checklist which may be included in future.
18.	Verification of compliance of Persisting Irregularities
19.	Certification of Regulatory Returns / Statements. Observance of accuracy and timeline.
20.	Testing of control as per check list.
21.	Positive Pay Confirmation
22.	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time and applicable for Unit and required certification.
23.	Verification of Turnover Commission Claim.

Please note that the scope provided above is purely indicative but not limited to the points listed; additional aspects will necessarily need to be covered depending on the nature of business at the Unit level and as per checklist applicable.



Minimum Areas of Coverage for RLBO (Retail Liability Back Office):

RLBO is centralized Back office carrying out following activity on behalf of PAN India Branches.

Sr. No.	Coverage
1.	Account Opening Process
2.	Compliance of KYC, AML, CFT Guidelines
3.	Verify that Name, DOB/DOI, mailing address is as per KYC Document and details as per AOF / mandatory fields are correctly filled in.
4.	Verify that Mode of operation, Scheme code, Risk Perception is correct.
5.	Account Activation
6.	Issuance of Personalised Cheque Book
7.	Issue, Printing and Payment of FCNR Deposits
8.	Observation on checklist items & other Bank's / RBI / Regulatory guidelines
9.	Addressing customer queries / complaints
10.	Any other activity included as per operational guidelines / SOP
11.	Verification of compliance of Persisting Irregularities
12.	Quality Control Process
13.	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time and applicable for Unit and required certification.

Concurrent Auditor to cover 100 % Accounts opened at RLBO level as per operational guidelines / checklist and also verify compliance of persisting irregularity, if any.

Minimum Areas of Coverage for CPPC (Centralized Pension Processing Cell):

Sr. No.	Coverage
1.	Reviewing the effectiveness, adequacy and application of accounting, financial and other controls.
2.	Ascertaining the level of compliance with established policies, plans and procedures
3.	Verification of Master Data of Pension
4.	Turnover Commission Claim
5.	Conversion of Family Pension
6.	Updation of Critical parameters such as DA Rate, Medical Payments etc.
7.	Verification of payment of arrears
8.	Compliance of Bank's / RBI / Regulatory guidelines
9.	Checking month wise Variations on each Head of account under Asset & Liabilities and Income & Expenditure Account.
10.	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time and applicable for Unit and required certification.
11.	Any other activity which may be included in future.



Minimum Areas of Coverage for Contact Centre:

Sr. No.	Coverage
1.	Quality review of calls attended by callers.
2.	Call Recording & Data Back Up
3.	Customer Data Security
4.	Reviewing the effectiveness, adequacy and application of accounting, financial and other controls.
5.	Ascertaining the level of compliance with established policies, plans and procedures
6.	Quality of closure of complaints.
7.	TAT for closure of service request.
8.	Compliance of terms of agreement with Service Provider.
9.	Any other activity included as per operational guidelines / SOP.
10.	Compliance to RBI Guidelines, other Regulatory guidelines or Bank's Internal policy guidelines issued from time to time and applicable for Unit and required certification.

Concurrent Auditor to carry out substantial checking of calls attended by Contact Centre Team and verify their resolution as per operational guidelines.

Minimum Areas of Coverage for Head Office – Office Administration, Baroda

- ❖ Verification of all the payments made by Office Administration Department, Estate Management Department on its behalf and on behalf of all other departments of the Bank located at Head Office / Corporate Office.
- ❖ Reviewing the effectiveness, adequacy and application of accounting, financial and other controls.
- ❖ Ascertaining the level of compliance with established policies, plans and procedures.
- ❖ Random verification of complaints closed by Customer Service Department.
- ❖ Compliance with applicable CVC guidelines.
- ❖ Verification of transfer entries between the heads of accounts
- ❖ Verification of GST related matters in all the income and expenditure.
- ❖ Check/ verify all the bill/payments from the angle of TDS/TCS/GST.
- ❖ Verification of provisions made during the month.
- ❖ Verification of penalty charges.
- ❖ Verification of all the other compliance related matter.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Audit of payments made by the Estate Management department.
- ❖ Adherence to the defined procedure for calling and selection of Tenders.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Certification of returns under Section 42 of RBI Act, 1934.
- ❖ Compliance with internal approval and reporting procedures.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Compliance with applicable Income Tax regulations on Tax to be deducted at source and submission of regulatory returns.
- ❖ Verification of GST related matters in all the income and expenditure and pointing out non-compliance / deviation, if any.
- ❖ Verification of Regulatory Returns submitted by different Departments.



Minimum Areas of Coverage for Baroda Corporate Centre – Office Administration Dept. Mumbai.

- ❖ Verification of all the payments made by Office Administration Department, Estate Management Department on its behalf and on behalf of all other departments of the Bank located at Head Office / Corporate Office.
- ❖ Reviewing the effectiveness, adequacy and application of accounting, financial and other controls.
- ❖ Ascertaining the level of compliance with established policies, plans and procedures.
- ❖ Compliance with applicable CVC guidelines.
- ❖ Verification of transfer entries between the heads of accounts
- ❖ Verification of GST related matters in all the income and expenditure.
- ❖ Check/ verify all the bill/payments from the angel of TDS/TCS/GST.
- ❖ Verification of provisions made during the month.
- ❖ Verification of penalty charges.
- ❖ Verification of all the other compliance related matter.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Audit of payments made by the Estate Management department.
- ❖ Adherence to the defined procedure for calling and selection of Tenders.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Certification of returns under Section 42 of RBI Act, 1934.
- ❖ Audit of payments made by the IT & Projects department.
- ❖ Compliance with internal approval and reporting procedures.
- ❖ Maintenance of appropriate records as per applicable policies.
- ❖ Compliance with applicable Income Tax regulations on Tax to be deducted at source and submission of regulatory returns.
- ❖ Verification of GST related matters in all the income and expenditure and pointing out non-compliance / deviation, if any.
- ❖ Verification of Regulatory Returns submitted by different Departments.



Minimum Areas of Coverage for HRPCPC:

HR CPC & Operations based at Baroda handles the HR Operational activities for the bank's staff. The various activities to be audited at the HR CPC are as follows:

- 1) TA / DA Claims
- 2) LTC / LFC
- 3) Staff Loans
- 4) Salary / Payroll processing
- 5) Terminal Benefits

Scope and Conduct of Audit

1. TA / DA Claims: Monthly Concurrent auditor is required to check all new TA / DA claims paid during the month along with supporting documents such as travel bills, hotel bills, approval etc. for processing TA / DA claims and ageing of amount in suspense account.
2. LTC / LFC Claims / Reimbursement: Concurrent auditor is required to check all LTC / LFC claims paid during the month along with supporting documents such as travel bills, hotel bills, approval etc. for processing claims. Further, Concurrent auditor to check whether leave as per LTC / LFC matches with the leave record in the system.
3. Staff Loan Sanction: All staff loans sanctioned / disbursed during the month to be checked. Concurrent auditor is required to check the approval for staff loan, compliances to terms and conditions of sanction, auto transfer of salary to the overdraft account of the employee and EMI recovery.
4. Payroll : Concurrent auditor is required to check payroll processed for all employees for the month with respect to system integration and flow of data from HRMS to HRNes, reconciliations performed by the HR team, salary processed for resigned employee. Further, for new joiners during the month, concurrent auditor to check whether increment details are correctly captured as per policy.
5. Terminal Benefit Monthly Concurrent auditor is required to check terminal benefit amount processed for the month with respect to approval for processing, accuracy in calculation of terminal benefit amount and interest thereon and approval for withdrawal from PF
6. Reconciliation of Office Accounts, Accounting of NPS Contribution.
7. Verification of salary / perquisites paid to staff during sabbatical leave / unauthorized absence period, of any.
8. Reviewing the effectiveness, adequacy and application of accounting, financial and other controls.
9. Ascertaining the level of compliance with established policies, plans and procedures.



Minimum Areas of Coverage for BCMS:

Scope and Coverage with Observations:

Sr. No	Areas
1	Reconciliation of all BCMS Related Office Accounts.
2	Checking Vendor Billing.
3	Oversee Daily Compliance Activities carried out by the Department.
4	Monitoring High Value Daily/Weekly/Fortnight /Monthly and Random Basis.
5	Ensuring adherence to waiver and concession condition sanctioned by the competent authority.
6	Conducting check of KYC and compliance of on-boarding forms on Daily basis.
7	Verify the comments of department towards disposal of all alerts in E-FRMS and CMU-FG on daily basis.(T+0) Basis
8	Daily Monitoring of all transactions of newly on boarded customer for 6 Month
9	Regularly check Lien Making in all accounts to ensure no instances of Revenue Leakage/Instances of delay in booking of Income (Sub-customer as well as customer)
10	Verify a detailed breakdown of Income and Expenses by customer, sub customers and products prepared by the Deptt
11	Whether total exposure under the arrangement is within limit as approved from competent authority.
12	Ensure proper stamp duty paid as per state stamp act for onboarded customers



Minimum Areas of Coverage for RAAC, Gandhinagar:

- To scrutinize the loan application, documents, reports, papers, etc., submitted by SMS and relevant for sanctioning Retail Loans.
- To obtain Title Clearance Report/s and to ensure that the title of the properties are clear, marketable & unencumbered and enforceable under SARFAESI Act.
- To advise the SMS or the applicant/s about any missing paper, information, clarification immediately and follow up with them for completion of the requirements.
- To prepare Appraisal Note along with terms & conditions and process the proposal through LAPS (Lending Automation Processing System) in effective manner with speed & accuracy and sanction.
- After sanction of the proposal, to convey the sanction(along with set of documents to be executed) to the SMS, Branch (where account is to be parked) and customer over e-mail followed by hard copy.
- To convey the rejection to customer as well as to SMS/Branch with reasons.
- To take all necessary measures for avoiding flaw in credit in processing of the proposal & preparation of the Appraisal Note.
- If there is any deviation, beyond the powers of CPC Head, process the deviation with justifications and forward the same to the appropriate authority for its approval.
- To place the sanction/ deviation accorded by CPC Head, if any to Retail Banking Department, BCC for PSR. PSR Observation/s, if any, to be conveyed to the disbursing Branch for compliance and compliance from the Branch to be kept on record for internal inspection of CPC.
- To guide & support SMS for their inquiries regarding eligibility criteria, clarification on various Retail Loan Scheme guidelines and likely credit decision on case specific reference.
- To keep all records of loan application received, sanctioned, rejected, PSR cleared, etc.
- To consider all non-financial deviation powers for which powers vested with CPC Head.
- Processing /sanctioning Loan proposals related to enhancement in the existing limits/ review with increase/ subsequent loan under separate retail loan products (which is under purview of CPC) to existing customers to be done at CPC.

Concurrent Auditor to verify that all basic details, KYC and other requisite documents are obtained, Appraisal Note as per applicable product note, Sanction as per DLP, Post sanction Review and its compliance and compliance of other laid down procedures / Bank guidelines. (Coverage 100 % of Sanctions).

Concurrent Auditor to also verify that RBI Guidelines, other Regulatory guidelines or Bank's internal guidelines issued from time to time applicable for Unit are complied with and to carry out required certification.



Annexure 9A – Certification

- ❖ NPA review of branches for quarter ending June, September and December as per RBI guidelines and any other requirements stipulated by RBI.
- ❖ LFAR & other Certification for Quarter ending March as per RBI Guidelines.
- ❖ Other certifications as per Bank/RBI/Other Statutory/SEBI/ Government Guidelines / Requirement.

Please note that any additional fees for such Limited Review, LFAR and other certification as aforesaid will not be paid.



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

Annexure 10 – List of districts, where Bank of Baroda has branches

SN	Name of the District	SN	Name of the District	SN	Name of the District
1	MON	41	BAGESHWAR	81	BHANDARA
2	ADILABAD	42	BAGHPAT	82	BHARATPUR
3	AGAR-MALWA	43	BAHRAICH	83	BHARUCH
4	AGRA	44	BALAGHAT	84	BHAVNAGAR
5	AHMADNAGAR	45	BALANGIR	85	BHILWARA
6	AHMEDABAD	46	BALESHWAR	86	BHIND
7	AIZAWL	47	BALLARI	87	BHIWANI
8	AJMER	48	BALLIA	88	BHOJPUR
9	AKOLA	49	BALOD	89	BHOPAL
10	ALAPUZHA	50	BALODABAZAR	90	BID
11	ALIGARH	51	BALOTRA	91	BIDAR
12	ALIPURDUAR	52	BALRAMPUR	92	BIJAPUR
13	ALIRAJPUR	53	BANAS KANTHA	93	BIJNOR
14	ALLURI SITHARAMA RAJU	54	BANDA	94	BIKANER
15	ALMORA	55	BANKA	95	BILASPUR
16	ALWAR	56	BANKURA	96	BIRBHUM
17	AMBALA	57	BANSWARA	97	BOKARO
18	AMBEDKAR NAGAR	58	BAPATLA	98	BONGAIGAON
19	AMETHI	59	BAPTLA	99	BOTAD
20	AMRAVATI	60	BARA BANKI	100	BOUDH
21	AMRELI	61	BARAN	101	BUDAUN
22	AMRITSAR	62	BAREILLY	102	BULANDSHAHR
23	AMROHA	63	BARGARH	103	BULDHANA
24	ANAKAPALLI	64	BARMER	104	BUNDI
25	ANAND	65	BARNALA	105	BURHANPUR
26	ANANTHAPURAMU	66	BARPETA	106	BUXAR
27	ANNAMAYYA	67	BARWANI	107	CACHAR
28	ANUGUL	68	BASTAR	108	CENTRAL DELHI
29	ANUPGARH	69	BASTI	109	CHAMARAJANAGAR
30	ANUPPUR	70	BATHINDA	110	CHAMBA
31	ARARIA	71	BEAWAR	111	CHAMOLI
32	ARAVALLI	72	BEGUSARAI	112	CHAMPAWAT
33	ARIYALUR	73	BELAGAVI	113	CHANDAULI
34	ARWAL	74	BEMETARA	114	CHANDIGARH
35	ASHOKNAGAR	75	BENGALURU RURAL	115	CHANDRAPUR
36	AURAIYA	76	BENGALURU URBAN	116	CHARKI DADRI
37	AURANGABAD	77	BETUL	117	CHATRA
38	AYODHYA	78	BHADRADRI (KOTHAGUDEM)	118	CHENGALPATTU
39	AZAMGARH	79	BHADRAK	119	CHENNAI
40	BAGALKOTE	80	BHAGALPUR	120	CHHATARPUR



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

SN	Name of the District	SN	Name of the District	SN	Name of the District
121	CHHATRAPATI SAMBHAJINAGAR	161	DHARWAD	201	GAJAPATI
122	CHHINDWARA	162	DHENKANAL	202	GANDHINAGAR
123	CHHOTAUDEPUR	163	DHOLPUR	203	GANGANAGAR
124	CHIKKABALLAPURA	164	DHUBRI	204	GANGAPURCITY
125	CHIKKAMAGALURU	165	DHULE	205	GANGTOK
126	CHITRADURGA	166	DIBRUGARH	206	GANJAM
127	CHITRAKOOT	167	DIDWANA-KUCHAMAN	207	GARHWA
128	CHITTAURGARH	168	DIMA HASAO	208	GARHWAL
129	CHITTOOR	169	DIMAPUR	209	GARIYABAND
130	CHUMOUKEDIMA	170	DINDIGUL	210	GAURELA-PENDRA-MARWAHI
131	CHURACHANDPUR	171	DINDORI	211	GAUTAM BUDDHA NAGAR
132	CHURU	172	DIU	212	GAYA
133	COIMBATORE	173	DOHAD	213	GHAZIABAD
134	CUDDALORE	174	DR. B R AMBEDKAR KONASEEMA	214	GHAZIPUR
135	CUTTACK	175	DR. B.R. AMBEDKAR KONASEEMA	215	GIR SOMNATH
136	DADRA&NAGAR HAVELI	176	DUDU	216	GIRIDIH
137	DAKSHIN BASTAR DANTEWADA	177	DUMKA	217	GOALPARA
138	DAKSHIN DINAJPUR	178	DUNGARPUR	218	GODDA
139	DAKSHIN KANNAD	179	DURG	219	GOLAGHAT
140	DAMAN	180	EAST DELHI	220	GOMATI
141	DAMOH	181	EAST GODAVARI	221	GONDA
142	DANGS	182	EAST KHASI HILLS	222	GONDIA
143	DARBHANGA	183	EAST NIMAR	223	GOPALGANJ
144	DARJILING	184	EAST SIANG	224	GORAKHPUR
145	DARRANG	185	ELURU	225	GUMLA
146	DATIA	186	ERNAKULAM	226	GUNA
147	DAUSA	187	ERODE	227	GUNTUR
148	DAVANGERE	188	ETAH	228	GURDASPUR
149	DEEG	189	ETAWAH	229	GURUGRAM
150	DEHRA DUN	190	FARIDABAD	230	GWALIOR
151	DEOGARH	191	FARIDKOT	231	HAILAKANDI
152	DEOGHAR	192	FARRUKHABAD	232	HAMIRPUR
153	DEORIA	193	FATEHABAD	233	HANUMAKONDA
154	DEVBHUMI DWARKA	194	FATEHGARH SAHIB	234	HANUMANGARH
155	DEWAS	195	FATEHPUR	235	HAORA
156	DHAMTARI	196	FAZILKA	236	HAPUR
157	DHANBAD	197	FEROZPUR	237	HARDA
158	DHAR	198	FIROZABAD	238	HARDOI
159	DHARASHIV	199	GADAG	239	HARIDWAR
160	DHARMAPURI	200	GADCHIROLI	240	HASSAN



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

SN	Name of the District	SN	Name of the District	SN	Name of the District
241	HATHRAS	281	JHANSI	321	KATHUA
242	HAVERI	282	JHARGRAM	322	KATIHAR
243	HAZARIBAG	283	JHARSUGUDA	323	KATNI
244	HINGOLI	284	JHUNJHUNU	324	KAUSHAMBI
245	HISAR	285	JIND	325	KEKRI
246	HOJAI	286	JODHPUR	326	KENDRAPARA
247	HOSHIARPUR	287	JODHPUR RURAL	327	KEONJHAR
248	HUGLI	288	JOGULAMBA GADWAL	328	KHAGARIA
249	HYDERABAD	289	JORHAT	329	KHAIRAGARH-CHHUIKHADAN- GANDAI
250	IDUKKI	290	JUNAGADH	330	KHAIRTHAL-TIJARA
251	IMPHAL EAST	291	KABEERDHAM	331	KHAMMAM
252	IMPHAL WEST	292	KACHCHH	332	KHARGONE (WEST NIMAR)
253	INDORE	293	KAIMUR	333	KHEDA
254	JABALPUR	294	KAITHAL	334	KHERI
255	JAGATSINGHAPUR	295	KAKINADA	335	KHUNTI
256	JAGATSINGHPUR	296	KALABURAGI	336	KHURDA
257	JAGITIAL	297	KALAHANDI	337	KINNAUR
258	JAIPUR	298	KALIMPONG	338	KISHANGANJ
259	JAIPUR RURAL	299	KALLAKURICHI	339	KOCH BIHAR
260	JAISALMER	300	KAMAREDDY	340	KODAGU
261	JAJPUR	301	KAMRUP	341	KODERMA
262	JALANDHAR	302	KAMRUP METROPOLITAN	342	KOHIMA
263	JALAUN	303	KANAUJ	343	KOKRAJHAR
264	JALGAON	304	KANCHEEPURAM	344	KOLAR
265	JALNA	305	KANDHAMAL	345	KOLHAPUR
266	JALOR	306	KANGPOKPI	346	KOLKATA
267	JALPAIGURI	307	KANGRA	347	KOLLAM
268	JAMMU	308	KANNUR	348	KONDAGAON
269	JAMNAGAR	309	KANPUR DEHAT	349	KOPPAL
270	JAMTARA	310	KANPUR NAGAR	350	KORAPUT
271	JAMUI	311	KANYAKUMARI	351	KORBA
272	JANGAON	312	KAPURTHALA	352	KORIYA
273	JANJGIR-CHAMPA	313	KARAIKAL	353	KOTA
274	JASHPUR	314	KARALI	354	KOTPUTLI-BEHROR
275	JAUNPUR	315	KARBI ANGLONG	355	KOTTAYAM
276	JAYASHANKAR (BHUPALPALLI)	316	KARIMNAGAR	356	KOZHIKODE
277	JEHANABAD	317	KARNAL	357	KRISHNA
278	JHABUA	318	KARUR	358	KRISHNAGIRI
279	JHAJJAR	319	KASARAGOD	359	KULU
280	JHALAWAR	320	KASGANJ	360	KURNOOL



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

SN	Name of the District	SN	Name of the District	SN	Name of the District
361	KURUKSHETRA	401	MAYILADUTHURAI	441	NARMADAPURAM
362	KUSHI NAGAR	402	MAYURBHANJ	442	NARSIMHAPUR
363	LAKHIMPUR	403	MEDAK	443	NASIK
364	LAKHISARAI	404	MEDCHAL MALKAJGIRI	444	NAVSARI
365	LALITPUR	405	MEDCHAL-MALKAJGIRI	445	NAWADA
366	LATEHAR	406	MEERUT	446	NAWAPARA
367	LATUR	407	MIRZAPUR	447	NAWRANGPUR
368	LEH LADAKH	408	MOGA	448	NAYAGARH
369	LOHARDAGGA	409	MOHLA-MANPUR-AMBAGARH CHOUKI	449	NEEM KA THANA
370	LOHIT	410	MOKOKCHUNG	450	NEEMUCH
371	LOWER SUBANSIRI	411	MORADABAD	451	NEW DELHI
372	LUCKNOW	412	MORBI	452	NILGIRIS
373	LUDHIANA	413	MORENA	453	NIRMAL
374	LUNGLEI	414	MORIGAON	454	NIZAMABAD
375	MADHEPURA	415	MUKTSAR	455	NORTH 24 PARGANAS
376	MADHUBANI	416	MUMBAI	456	NORTH DELHI
377	MADURAI	417	MUMBAI SUBURBAN	457	NORTH GOA
378	MAHABUBABAD	418	MUNGELI	458	NORTH TRIPURA
379	MAHARAJGANJ	419	MUNGER	459	NORTH-EAST DELHI
380	MAHASAMUND	420	MURSHIDABAD	460	NORTH-WEST DELHI
381	MAHBUBNAGAR	421	MUZAFFARNAGAR	461	NTR
382	MAHENDRAGARH	422	MUZAFFARPUR	462	NUH
383	MAHESANA	423	MYSURU	463	PAKUR
384	MAHISAGAR	424	NADIA	464	PALAKKAD
385	MAHOBA	425	NAGAON	465	PALAMAU
386	MAIHAR	426	NAGAPATTINAM	466	PALGHAR
387	MAINPURI	427	NAGARKURNOOL	467	PALI
388	MALAPPURAM	428	NAGAU	468	PALNADU
389	MALDAH	429	NAGPUR	469	PALWAL
390	MALERKOTLA	430	NAINITAL	470	PANCH MAHALS
391	MALKANGIRI	431	NALANDA	471	PANCHKULA
392	MANCHERIAL	432	NALBARI	472	PANIPAT
393	MANDI	433	NALGONDA	473	PANNA
394	MANDLA	434	NAMAKKAL	474	PAPUMPARE
395	MANDSAUR	435	NAMCHI	475	PARBHANI
396	MANDYA	436	NANDED	476	PARVATHIPURAM MANYAM
397	MANENDRAGARH-CHIRMIRI- BHARATPUR	437	NANDURBAR	477	PASCHIM BARDHAMAN
398	MANSA	438	NANDYAL	478	PASCHIM MEDINIPUR
399	MATHURA	439	NARAYANPUR	479	PASCHIMI CHAMPARAN
400	MAU	440	NARMADA	480	PASCHIMI SINGHBHUM



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

481	PATAN	521	RANCHI	561	SERAIKELA-KHARSAWAN
482	PATHANAMTHITTA	522	RANGAREDDI	562	SHAHDARA
483	PATHANKOT	523	RANIPET	563	SHAHDOL
484	PATIALA	524	RATLAM	564	SHAHID BHAGAT SINGH NAGAR
485	PATNA	525	RATNAGIRI	565	SHAHJAHANPUR
486	PEDDAPALLI	526	RAYAGADA	566	SHAHUPURA
487	PERAMBALUR	527	REASI	567	SHAJAPUR
488	PEREN	528	REWA	568	SHAMLI
489	PHALODI	529	REWARI	569	SHEIKHPURA
490	PILIBHIT	530	ROHTAK	570	SHEOHAR
491	PITHORAGARH	531	ROHTAS	571	SHEOPUR
492	PORBANDAR	532	RUDRAPRAYAG	572	SHIMLA
493	PRAKASAM	533	RUPNAGAR	573	SHIVAMOGGA
494	PRATAPGARH	534	SABAR KANTHA	574	SHIVPURI
495	PRAYAGRAJ	535	SAGAR	575	SHRAVASTI
496	PUDUCHERRY	536	SAHARANPUR	576	SIBSAGAR
497	PUDUKKOTTAI	537	SAHARSA	577	SIDDIPET
498	PUNE	538	SAHEBGANJ	578	SIDHARTHANAGAR
499	PURBA BARDHAMAN	539	SAHIBZADA AJIT SINGH NAGAR	579	SIDHI
500	PURBA MEDINIPUR	540	SAKTI	580	SIKAR
501	PURBI CHAMPARAN	541	SALEM	581	SIMDEGA
502	PURBI SINGHBHUM	542	SALUMBER	582	SINDHUDURG
503	PURI	543	SAMASTIPUR	583	SINGRAULI
504	PURNIA	544	SAMBA	584	SIRMAUR
505	PURULIYA	545	SAMBALPUR	585	SIROHI
506	RAI BARELI	546	SAMBHAL	586	SIRSA
507	RAICHUR	547	SANCHORE	587	SITAMARHI
508	RAIGAD	548	SANGAREDDY	588	SITAPUR
509	RAIGARH	549	SANGLI	589	SIVAGANGA
510	RAIPUR	550	SANGRUR	590	SIWAN
511	RAISEN	551	SANT KABIR NAGAR	591	SOLAN
512	RAJANNA(SIRCIL LA)	552	SANT RAVIDAS NAGAR	592	SOLAPUR
513	RAJGARH	553	SARAN	593	SONBHADRA
514	RAJKOT	554	SARANGARH-BILAIGARH	594	SONEPUR
515	RAJNANDGAON	555	SATARA	595	SONIPAT
516	RAJSAMAND	556	SATNA	596	SONITPUR
517	RAMANAGARA	557	SAWAI MADHOPUR	597	SORENG
518	RAMANATHAPURAM	558	SEHORE	598	SOUTH 24 PARGANAS
519	RAMGARH	559	SENAPATI	599	SOUTH ANDAMAN
520	RAMPUR	560	SEONI	600	SOUTH DELHI



EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

SN	Name of the District	SN	Name of the District	SN	Name of the District
601	SOUTH GOA	641	TUMAKURU	681	YADGIR
602	SOUTH WEST DELHI	642	UDAIPUR	682	YAMUNANAGAR
603	SOUTH-EAST DELHI	643	UDHAM SINGH NAGAR	683	YAVATMAL
604	SOUTH-WEST DELHI	644	UDHAMPUR		
605	SRI POTTI SRIRAMULU NELLORE	645	UDIPI		
606	SRI SATHYA SAI	646	UJJAIN		
607	SRIKAKULAM	647	UKHRUL		
608	SRINAGAR	648	UMARIA		
609	SULTANPUR	649	UNA		
610	SUNDARGARH	650	UNNAO		
611	SUPAUL	651	UTTAR BASTAR KANKER		
612	SURAJPUR	652	UTTAR DINAJPUR		
613	SURAT	653	UTTAR KANNAD		
614	SURENDRANAGAR	654	UTTAR KASHI		
615	SURGUJA	655	VADODARA		
616	SURYAPET	656	VAISHALI		
617	TAPI	657	VALSAD		
618	TARN TARAN	658	VARANASI		
619	TEHRI GARHWAL	659	VELLORE		
620	TENGNOPAL	660	VIDISHA		
621	TENKASI	661	VIJAYANAGARA		
622	THANE	662	VIJAYAPURA		
623	THANJAVUR	663	VIKARABAD		
624	THENI	664	VILLUPURAM		
625	THIRUVALLUR	665	VIRUDHUNAGAR		
626	THIRUVANANTHAPURAM	666	VISAKHAPATNAM		
627	THIRUVARUR	667	VIZIANAGARAM		
628	THOUBAL	668	WANAPARTHY		
629	THRISSUR	669	WARDHA		
630	TIKAMGARH	670	WASHIM		
631	TINSUKIA	671	WAYANAD		
632	TIRUCHIRAPALLI	672	WEST DELHI		
633	TIRUNELVALI	673	WEST GODAVARI		
634	TIRUPATHUR	674	WEST JAINTIA HILLS		
635	TIRUPATI	675	WEST NIMAR		
636	TIRUPPUR	676	WEST SIANG		
637	TIRUVANNAMALAI	677	WEST TRIPURA		
638	TONK	678	WOKHA		
639	TOOTHUKUDI	679	Y.S.R.		
640	TSEMINYU	680	YADADRI BHUVANAGIRI		

Number of Branches are subject to increase/ decrease on quarterly basis or/ as an when decided by the Bank for fulfilling RBI criteria for coverage of branches under Concurrent Audit.



Annexure - 11

Declaration/ Undertaking from applicant regarding applicability of restrictions on procurement from an applicant of a country which shares a land border with India as per the order no. 6/18/2019-PPD dated 23rd July 2020 issued by Ministry of finance department of expenditure

(This letter should be on the letterhead of the Applicant duly signed by an authorized signatory)

To

Central Internal Audit Division
Bank of Baroda,
17-B, 2nd floor, e-Dena Bank Building
Horniman Circle, Fort,
Mumbai -400001

Madam/ Sir,

We, M/s ----- are a private/public limited company/LLP/Firm <strike off whichever is not applicable> incorporated under the provisions of the Companies Act, 1956/2013 Limited Liability Partnership Act 2008/ Indian Partnership Act 1932, having our registered office at (Referred to as the "Applicant") are desirous of participating in the Process in response to your captioned Invitation of Application and in this connection we hereby declare, confirm and agree as under:

We, the Applicant have read and understood the contents of the document and Office Memorandum & the Order (Public Procurement No.1) both bearing no. F.No.6/18/2019/PPD of 23rd July 2020 issued by Ministry of Finance, Government of India on insertion of Rule 144 (xi) in the General Financial Rules (GFRs) 2017 and the amendments & clarifications thereto, regarding restrictions on availing/procurement of goods and services, of any Applicant from a country which shares a land border with India and / or sub-contracting to contractors from such countries.

In terms of the above and after having gone through the said amendments including in particular the words defined therein (which shall have the same meaning for the purpose of this Declaration cum Undertaking), we the Applicant hereby declare and confirm that:

Please strike off whichever is not applicable

1. "I/ we have read the clause regarding restrictions on procurement from an applicant of a country which shares a land border with India; I/ we certify that ___ is not from such a country."
2. "I/ we have read the clause regarding restrictions on procurement from an applicant of a country which shares a land border with India; I/ we certify that ___ is from such a country. I hereby certify that ___ fulfils all requirements in this regard and is eligible to be considered. [Valid registration by the Competent Authority is attached.]"

Further In case the work awarded to us, I/ we undertake that I/ we shall not subcontract any of assigned work under this engagement without the prior permission of bank.

Further we undertake that I/we have read the clause regarding restrictions on procurement from an applicant of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that our subcontractor is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that our subcontractor fulfils all requirements in this regard and is eligible to be considered. [Valid registration by the Competent Authority is attached herewith.]"

Bank of Baroda, Central Internal Audit Division, BCC, Mumbai

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EOI for expansion of Pool of Chartered Accountant Firms to carry out Concurrent Audit of Branches/ Other units of the Bank

2. We, hereby confirm that we fulfil all the eligibility criteria as per the office memorandum/ order mentioned above and we are eligible to participate in the process.

We also agree and accept that if our declaration and confirmation is found to be false at any point of time including after awarding the contract, Bank shall be within its right to forthwith terminate the contract/ bid without notice to us and initiate such action including legal action in accordance with law. Bank shall also be within its right to forfeit the security deposits provided by us and also recover from us the loss and damages sustained by the Bank on account of the above.

This declaration cum undertaking is executed by us through our Authorized signatory/ies after having read and understood the Office Memorandum and Order including the words defined in the said order

Dated this.....by.....20

Yours faithfully,

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address: