



निक्षेप बीमा और प्रत्यय गारंटी निगम

DEPOSIT INSURANCE AND CREDIT GUARANTEE CORPORATION

(भारतीय रिज़र्व बैंक की संपूर्ण स्वामित्ववाली सहायोगी Wholly owned subsidiary of the Reserve Bank of India)

www.dicgc.org.in

764DICGC/CSD/ 49 /05.02.447/2020-21

June 01, 2020

Via E-mail

To
Chartered Accounts Firms
(CAG Approved)

Empanelment of CA Firms for Verification/ Certification of records and Deposit Insurance claims of banks under liquidation - Expression of Interest

DICGC, a wholly owned subsidiary of Reserve Bank of India, settles the deposit insurance claims of the liquidated banks in terms of provisions of the DICGC Act, 1961. For this purpose, we appoint Chartered Accountants (CAs) for verification of records and deposit insurance claim-list prepared by the liquidator of banks under liquidation, which is an onsite assignment.

2. Accordingly, DICGC invites bids [as per DICGC prescribed format (**Annexure 1**) of Technical bidding - Form 1 and Financial bidding - Form 2] from all such eligible Statutory Central Auditors (SCAs) having their headquarters in any one of the five Zones¹, which are empanelled with C&AG of India and also approved by the banking supervisor i.e. Department of Supervision, RBI. An indicative 'Terms of reference for appointment of CA' are annexed (**Annexure 2**). Detailed guidelines are furnished in the Request for Proposal (RfP) document enclosed.

3. In view of the current COVID19 situation, it has been decided to invite bids through e-tendering only. Accordingly, interested eligible firms willing to apply, may forward their quotations via e-mail to rakeshyadav@rbi.org.in with a copy to the undersigned at dknalband@rbi.org.in along with duly filled in enclosed **Form 1** for Technical Bidding and **Form 2** for Financial Bidding in **2 separate password protected PDF files** (scanned copy with seal of the firm and signature of the authorised official/person) respectively, naming "Technical Bidding / Financial Bidding - Empanelment of CA Firms", so as to reach not later than **5.00 pm on June 21, 2020**. The name of the Authorised official/person, designation with his contact details is required to be furnished in the e-mail. Further, it may please be noted that the passwords of the above. PDF quotation file should be sent by that Authorised official/person only by emails for each bid to srbhide@rbi.org.in. The bids shall be **opened on June 22, 2020 at 11:00 am**.

¹ For our administrative convenience, five Zones have been created viz. **East Zone** (All North-eastern states, West Bengal, Bihar, Jharkhand & Orissa), Andaman & Nicobar Island (UT), Lakshadweep (UT), **West Zone-I** (Maharashtra, Goa, Dadra and Nagar Haveli (UT) & Daman and Diu (UT)), **West Zone-II** (Gujarat, Madhya Pradesh & Chhatisgarh) **North Zone** (Rajasthan, NCR Delhi, Uttar Pradesh, Haryana, Punjab, Uttrakhand, Chandigarh (UT), Himachal Pradesh, Jammu & Kashmir (UT) & Laddakh (UT), and **South Zone** (Telangana, Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Puducherry (UT)).

प्रधानकार्यालय : डीआयसीजीसी, भारतीय रिज़र्व बैंक बिल्डिंग, 2 री मंजिल, मुंबई सेंट्रल रेलवे स्टेशन के सामने, पो. बॉ. सं.4571, मुंबई सेंट्रल, मुंबई-400008

दूरभाष : 022-23084121 Ext :2236, 2229 फ़ैक्स : 022-23021131, ई-मेल : dicgc@rbi.org.in

HEAD OFFICE: DICGC, Reserve Bank of India Building, Second Floor, Opp. Mumbai Central Railway Station, Post Bag No.4571
Mumbai Central, Mumbai-400 008 Tel: 022-23084121 Ext: 2236, 2229 Fax: 022-23021131, mail:dicgc@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइए ।

4. It may be noted that the quotation for the said work shall include all charges in terms of claim verification/ certification of depositor (based on Single Customer View data and bank records) which also implies KYC verification to ascertain the traceability of the depositor to pay the claim by the Corporation. The 'Financial bid' must be lower than the cap prescribed by DICGC, currently which is at Rs. 8 /- (Rs. Eight only) per depositor (excluding applicable taxes). DICGC may also consider paying over and above, an incidental charges of up to 10% of the value of the assignment. The estimate of number of deposit accounts of the bank under liquidation would be communicated at the time of allotting the assignment to the empanelled CA firm. It may be noted that the terms 'Number of Accounts' and 'Number of Depositors' are different. For example, if depositor 'X' has Saving Bank account, Recurring Deposit account and Fixed Deposit account, the charges will be paid for one depositor only irrespective of the number of accounts in their name. The Audit is to be completed within 15 days of submission of the claim list by the Liquidator concerned.

5. It may be noted that after finalisation of internal scrutiny process, a zone-wise empanelled list of SCA firms shall be published on our website. A separate appointment letter shall also be issued to all the selected firms. It is pertinent to note that the said empanelment will be valid for a period of three years subject to yearly review and satisfactory performance of the CA Firm at DICGC's sole discretion.

6. The quotations should reach the aforesaid e-mail IDs within the stipulated timelines and DICGC will not entertain any request for extension of timelines. The bids received after stipulated timeframe shall be rejected.

7. The CA firm would have to abide by the guidelines furnished in the RFP document. DICGC reserves the right to reject any or all the applications without assigning any reason and will not entertain any further correspondence in the matter.

Yours faithfully,

(D.K. Nalband)
Deputy General Manager
Encl: As stated



ANNEXURE 1

FORM-1 (Technical Bidding)*[Contains Annex I with Appendix 1 & 2 and Annex 1(A)]***Annex I**

Technical Bid for Empanelment of CA firm for verification of books of record and claim list of liquidated banks.

Sr.No	Technical Bid - Eligibility Criteria	Pl. specify	Documents Required
1.	The applicant firm should be a Statutory Central Auditor (SCAs) having their headquarters in any one of the five Zones ² , which are empanelled with C&AG of India and also approved by the banking supervisor i.e. Department of Supervision, RBI.		Certificate issued in this regard.
2.	No. of years of experience of the firm.		Address of branch / Head office of the firm: Name of full time partner heading the branch: Phone Number & e-mail:
2	No. of full time FCA partners		Name of full time partner: Qualification: Address: Phone Number & e-mail: Date since engaged with firm in matters pertaining bank audit. Details to be furnished as per Appendix 1 .
3	No. of years on C&AG Panel continuously.		Specify no. of years.
4	Number of qualified CAs employed with the firm.		Names and date since engaged with above entity:

² For our administrative convenience, five Zones have been created viz. **East Zone** (All North-eastern states, West Bengal, Bihar, Jharkhand & Orissa), **West Zone** (Maharashtra, Gujarat, Goa, Dadra and Nagar Haveli (UT) & Daman and Diu (UT)), **North Zone** (Rajasthan, NCR Delhi, Uttar Pradesh, Haryana, Punjab, Uttarakhand, Chandigarh (UT), Himachal Pradesh, Jammu & Kashmir (UT) & Ladakh (UT)), **Central Zone** (Madhya Pradesh & Chhatisgarh) and **South Zone** (Telangana, Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Puducherry (UT), Andaman & Nicobar Island (UT), Lakshadweep (UT)).

Sr.No	Technical Bid - Eligibility Criteria	Pl. specify	Documents Required
5	Experience of firm in bank audit.		Name of Partner who audited: No of banks audited: (As per Appendix 1)
6	Prior assignments with DICGC on claims verification for liquidated banks.		If yes, details of the same.
7	The firm should not have been blacklisted/debarred anytime during last 4 years ended 31st Dec 2019 from participation in a tender floated by any central/state PSU including DICGC / RBI or any State/Central Government Department/Institutes or any autonomous body funded and/or controlled by any state/central government.		Details, if yes.
8	The firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.		Details, if yes.

The firm which are currently Statutory Central / Statutory Branch Auditors / Concurrent auditors / Consultants of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) and at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.

Annex I (A)

Particulars to be furnished for the purpose of Empanelment of CAs for verification/certification of books of record and claim of depositors of liquidated banks.		
1	Name of the firm	
2	Complete Postal Address	
3	Details of the branches operating in India: (i) Address: (ii) Name and Designation of the person heading the branch (iii) Email ID (iv) Phone Number: (v) Whether it is a Head Office or branch	
4	Email address and Telephone Number of the Head Office of the Firm	
5	Date of Establishment of the firm	
6	No. of completed years for which practicing in India as on March 31, 2020	
7	GSTIN	
8	Firm Registration No.	
9	Permanent Account Number (PAN)	
<p>I declare that:</p> <p>(a) The firm/partners associated with the firm have not been penalized for any disciplinary proceedings initiated by ICAI/ICMAI and no disciplinary proceedings are pending against the firm / partners associated with the firm as on the date of application;</p> <p>(b) The firm / partners of the firm not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any Central/State PSU including DICGC / RBI or any State/Central Government Department/Institute or any autonomous body funded and/or controlled by any State/Central government.</p> <p><i>*Firms which are currently auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.</i></p>		
<p>Signature of Partner of the firm with the Seal of the firm</p>		

Annexure-2

Terms of reference for appointment

1. To verify the books and records of the bank at Head Office and its branch/(es) and certify that the claim list prepared/ submitted by the liquidator bank contains the names of the genuine insured depositors of the bank and is in accordance with the provisions of DICGC Act, 1961 and the guidelines issued by the Corporation. This shall also include verification/audit of KYC records to ascertain the traceability of the depositor.
2. To verify that the claim list does not contain the claims in respect of depositors like Banks, Central/State Government Accounts etc., who are not eligible for the deposit insurance cover in terms of Section 2(g) of DICGC Act, 1961.
3. To verify that the bank has exercised the right to **set-off** in regard to recovery of its loans, advances and other dues while preparing the claim list as on u-off date and before making payment to the depositors as provided in Section 16(3) of DICGC Act, 1961.
4. To ascertain whether the bank has carried out the exercise of **clubbing** of the deposit accounts of all the depositors in the '*same right and same capacity*' in accordance with the provisions of the DICGC Act, 1961 and the guidelines issued by DICGC in this regard.
5. To verify KYC records of each and every depositors and ascertain whether they are Traceable Depositors (Part 'A') or Untraceable Depositors (Part 'B').
6. To verify and report whether the bank has meticulously followed the directions, if any, issued to the bank by Reserve Bank of India under Section 35-A of the Banking Regulation Act, 1949 (As Applicable to Co-operative Societies) and whether any third party adjustment (set-off) was allowed by the bank from deposit accounts during the period such directions were in force.
7. Uploading the verified claim templates to our IASS portal and furnishing physical copy of report to DICGC.
8. The CA firm would ensure that it would in no way involve itself with the preparation of claim list.
9. The detailed guidelines for verification/certification of bid shall be sent after acceptance of bid.

(The above list is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance incidental to verification of claims)

2. Penalties

- (i) The CA firm so appointed shall be liable for their acts of omissions & commissions as per law.
- (ii) The appointment shall be cancelled in case of unsatisfactory performance.

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Request for Proposal (RfP) for Empanelment of CA firm for Verification/Certification of records and depositors of liquidated banks.



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Deposit Insurance and Credit Guarantee Corporation
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Head Office: Reserve Bank of India Building, Second Floor, (Opp. Mumbai Central Railway Station) Byculla, Mumbai – 400008.

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Brief about the tender for Empanelment of CA firm for verification/ certification of claims of liquidated banks)

Deposit Insurance & Credit Guarantee Corporation (DICGC) invites sealed tenders in two parts (Technical Bid & Financial Bid) for Empanelment of CA firm **for verification/ certification of bank records and Deposit Insurance claims of banks under liquidation**. The services to be rendered will be regarding verification of books of records of bank under liquidation and certification of claim amount and list prepared by the liquidator. The CA firm should have competence to audit the books of the bank so as to arrive at the eligible claim amount.

2. The Proposals be submitted by **E-mail in two (2) separate password protected .PDF files for verification of claims of liquidated banks**.

2.1 The **first .PDF file** should be captioned **“Technical bidding for Claim Verification-XXXX”** (XXXX- pl indicate abbreviation of Firm’s Title) and shall contain details sought regarding various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm and all other such relevant particulars given in **Annex I with Appendix 1 & 2 and Annex I(A) [FORM-1]**.

2.2 The **second .PDF file** should be captioned **“Financial bidding for Claim Verification- XXXX”** (XXXX- pl indicate abbreviation of Firm’s Title) as per the Scope of Work given in **Annex III** and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in **Annex II [FORM-2]**.

2.3 The bids are invited through e-tendering only. Accordingly, interested eligible firms willing to apply, may forward their quotations via e-mail to rakeshyadav@rbi.org.in with a copy to dknalband@rbi.org.in along with duly filled in enclosed **Form 1** [Annex I with Appendix 1 & 2 and Annex I(A)] for Technical Bidding and **Form 2** (Annex II) for Financial Bidding in **2 separate password protected .PDF files** (scanned copy with seal of the firm and signature of the authorised official/person) respectively as per details mentioned above so as to reach not later than **5.00 pm on June 21, 2020**. Further, it may please be noted that the passwords of the above .PDF quotation file should be sent by that Authorised official/person only by separate emails for each bid to srbhide@rbi.org.in.

3. Objective & Scope

The RfP is invited with a view to appoint a CA firm from all such eligible Statutory Central Auditors (SCAs) having their headquarters in any one of the five Zones¹, which are empanelled with C&AG of India and also approved by the banking supervisor i.e. Department of Supervision, RBI. The selected CA Firms would be empanelled with DICGC for verification/certification of claims of liquidated banks.

Date: 01 June 2020

Place: Mumbai

¹ For our administrative convenience, five Zones have been created viz. **East Zone** (All North-eastern states, West Bengal, Bihar, Jharkhand & Orissa), Andaman & Nicobbar Island (UT), Lakshadweep (UT), **West Zone-I** (Maharashtra, Goa, Dadra and Nagar Haveli (UT) & Daman and Diu (UT)), **West Zone-II** (Gujarat, Madhya Pradesh & Chhatisgarh) **North Zone** (Rajasthan, NCR Delhi, Uttar Pradesh, Haryana, Punjab, Uttrakhand, Chandigarh (UT), Himachal Pradesh, Jammu & Kashmir (UT) & Laddakh (UT), and **South Zone** (Telangana, Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Puducherry (UT).



Important Bidding Information Summary:

Purpose	Particulars
Cost of Bidding Document	Financial bid shall be lower than the cap prescribed by DICGC, currently which is at Rs. 8/-(Rs. Eight only) per depositor (excluding applicable taxes). DICGC may also consider paying over and above an incidental charges of up to 10% of the value of the assignment.
Last Date and time of Submission of	June 21, 2020 at 17:00 hrs
Last Date for seeking clarifications	Clarifications, if any, regarding RfP may be asked through e-mail only, not later than 16.00 hrs on June 10, 2020.
Bid Validity	The proposal must remain valid and open for evaluation according to their terms for a period of at least thirty days (30 days) from the time the RfP closes on the deadline.
Address for submission of Bids	Via e-mails only at rakeshyadav@rbi.org.in with a copy to dknalband@rbi.org.in
Number of .PDF password protected bids to be submitted.	Proposals to be submitted in two (2) .PDF files as follows: The first bid should be captioned “ Technical bidding for Claim Verification-XXXX ” (<u>XXXX- pl indicate abbreviation of Firm’s Title</u>) and shall contain details sought regarding various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification/experience, registration number of the firm and all other relevant particulars as given in Annex I with Appendix 1 & 2 and Annex I(A) [FORM-1] . The second .PDF file should be captioned “ Financial bidding for Claim Verification-XXXX ” (<u>XXXX- pl indicate abbreviation of Firm’s Title</u>) as per the Scope of Work given in Annex III and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in Annex II [FORM-2] . The ‘Financial bid’ should be in terms of claim verification / certification per depositor (based on Single Customer View (SCV) data and bank records), which also implies KYC verification to ascertain the traceability of the depositor to pay the claim by the Corporation. The above mentioned bids in .PDF password protected files should be mailed to rakeshyadav@rbi.org.in with a copy



Purpose		Particulars	
		<p>to dknalband@rbi.org.in . Further, it may be noted that the <u>passwords of the above .PDF quotation file should be sent by that Authorised official/person only by separate emails for each bid to srbhide@rbi.org.in..</u></p> <p>Note:</p> <p>Details sought for as per the RFP, along with the attachments must be submitted in password protected .PDF files only.</p>	
Date of opening of envelope containing -			
Technical Bids		June 22, 2020 at 11:00 hrs	
Financial Bids		June 22, 2020 at 15:30 hrs	
<p>Note: Please note that all the information as required under this RfP needs to be provided. Proposal submitted with incomplete information is liable to be rejected. DICGC's decision in this regard will be final and binding. The RfP is also hosted on DICGC website http://www.dicgc.org.in under the link "Tender Notices". DICGC reserves the right to change the dates as mentioned above. Changes, if any, related to RfP will be posted on web site. Bidders must check the website before submitting response to RfP.</p>			
Contact Details of DICGC Officials			
Name (Smt / Shri)	Designation	Phone No.	Email ID
Rakesh Kumar	Manager	9004918381	rakeshyadav@rbi.org.in



1. Introduction and Disclaimers

1.1 Purpose of RfP

The purpose of RfP is to “**appoint a CA firm for verification/ certification of records and Deposit Insurance claims of banks under liquidation.** The firm must have experience in audit of PSBs / co-operative banks. The CA Firm should have competence to verify the books of records and claims of depositors of liquidated banks.

1.2 Information Provided

The Request for Proposal (RfP) document contains statements derived from information that is believed to be relevant at the date 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 DICGC. Neither DICGC nor any of its employees, agents, contractors, or advisors give any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither DICGC nor any of its employees, agents, contractors, or advisors has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

1.3 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, DICGC and its officers, employees, contractors, agents, and advisors disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RfP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of DICGC or any of its officers, employees, contractors, agents, or advisers.

1.4 Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by DICGC, will be borne entirely and exclusively by the Respondent.

1.5 No Legal Relationship

No binding legal relationship will exist between any of the Respondents and DICGC until execution of a contractual agreement.



1.6 Respondent Obligation to Inform Itself

The Respondent must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

1.7 Evaluation of Offers

Each respondent acknowledges and accepts that DICGC may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor (s). The RfP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a recipient.

1.8 Maintaining Secrecy and Confidentiality

The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of DICGC.

1.9 Errors and Omissions

Each respondent should notify DICGC of any error, omission, or discrepancy found in its RfP document.

1.10 Acceptance of Terms

A respondent will, by responding to DICGC for RfP, be deemed to have accepted the terms of this Introduction and Disclaimer.

1.11 Lodgement of RfP

1.11.1 RfP Submission: Please refer to Page 3 & 4 of this document.

1.11.2 The person (s) signing the bid documents shall put his signature on all pages of the bid. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initiated by the person (s) signing the bid. The bidder shall duly fill the two bids separately. The two .PDF password protected files should be mailed on or before the last date and time of the receipt of bids. If the submission does not include all the information required or is incomplete, the proposal is liable to be rejected.

All submissions, including any accompanying documents, will become the property of DICGC. Respondents shall be deemed to license, and grant all rights to DICGC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other respondents and to disclose and / or use the contents of the submission as the basis for any resulting RfP process, notwithstanding



any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

1.11.3 RfP Validity period Please refer to Page 3 & 4 of this document.

1.11.4 Cost of Bidding Document

'Financial bid' must be lower than the cap prescribed by DICGC, currently which is at Rs. 8/- (Rs. Eight only) per depositor (excluding applicable taxes). However, DICGC may also consider paying over and above an incidental charges of up to 10% of the value of the assignment.

1.11.5 One bid per bidder

Each bidder shall submit only one bid for the empanelment

1.11.6 Late Bids

Any bid received after the deadline for submission of the bids will be treated as "Late Bid" and such bids shall not be considered at all for competitive bidding.

1.12 Communication in respect of queries relating to RfP

Respondents are required to direct all communications related to this RfP, through the Nominated Point of contact person: Shri Rakesh Kumar, Manager, rakeshyadav@rbi.org.in, Mobile- 9004918381;

DICGC may, in its absolute discretion, seek additional information or material from any respondents after the RfP closes and all such information and material provided must be taken to form part of that respondent's response.

Respondents should provide details of their contact persons, fax, telephone number, email and full address(s) to ensure that replies to RfP could be conveyed promptly.

If DICGC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then DICGC reserves the right to communicate such response to all respondents.

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



1.13 Notification

DICGC will notify the successful bidder in writing and same shall be hosted on its website as soon as practicable about the outcome of the RfP. DICGC is not obliged to provide any reasons for any such acceptance or rejection.

1.14 Disqualification

Any form of canvassing / lobbying / influence / query regarding short listing, status, etc... will be a disqualification.

2. Tenure

a. The appointment will be for a period of three years subject to yearly review and satisfactory performance at the DICGC's sole discretion.

b. Decision of DICGC in all matters as eligibility in such stages is to be undertaken at which such scrutiny to the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the DICGC in this regard.

3. Selection Process

This RfP will be assessed on the following selection process:-

Phase 1 – Technical evaluation

Phase 2 – Financial evaluation

The bids would be opened on June 22, 2020. The first .PDF password protected file containing the technical bid particulars would be opened and the list of technically qualified bidders would be short listed based on the following criteria:

Phase – 1: Technical Evaluation:

a) Eligibility Criteria:

1. The bidder should be a Statutory Central Auditors (SCAs) having their headquarters in any one of the five Zones², which are empanelled with C&AG of India and also approved by the banking supervisor i.e. Department of Supervision, RBI.

² For our administrative convenience, five Zones have been created viz. **East Zone** (All North-eastern states, West Bengal, Bihar, Jharkhand & Orissa), Andaman & Nicobar Island (UT), Lakshadweep (UT), **West Zone-I** (Maharashtra, Goa, Dadra and Nagar Haveli (UT) & Daman and Diu (UT)), **West Zone-II** (Gujarat, Madhya Pradesh & Chhatisgarh) **North Zone** (Rajasthan, NCR Delhi, Uttar Pradesh, Haryana, Punjab, Uttrakhand, Chandigarh (UT), Himachal Pradesh, Jammu & Kashmir (UT) & Laddakh (UT), and **South Zone** (Telangana, Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Puducherry (UT)).



2. The firm should have an experience of audited PSBs/Co-operative banks for more than three years.
3. The firm should have been on C&AG Panel continuously for more than 3 years.
4. The firm should have not less than 2 full time qualified CA's employed.

b) Mandatory Criteria:

1. The firm should not have been blacklisted/debarred anytime during last 4 years ended 31st Dec 2019 from participation in a tender floated by any central/state PSU including DICGC / RBI or any State/Central Government Department/Institutes or any autonomous body funded and/or controlled by any state/central government.
2. The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.
3. Firms which are currently Statutory / Statutory Branch Auditors / Concurrent auditors / consultants of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.

It is essential that, all the above criteria prescribed are fulfilled in order to be eligible for empanelment as CA for verification of books of record and claims of liquidated banks. The eligibility / mandatory criteria shall have to be met at the time of evaluation and the firm shall continue to meet the criteria throughout the tenure of the agreement. Firm/ Partners should disclose relationship, if any, to any director of DICGC. The decision of DICGC will be final in this regard.

Phase – 2: Financial Bid Evaluation:

- a) The financial bid of technically qualified bidders only will be opened and evaluated.
- b) The methodology of selection of CA firm is elucidated in **Annex IV**.



c) DICGC reserves all rights to accept or reject any or all proposals without assigning any reasons thereof. **The decision of DICGC will be final in this regard.**

4. Guidelines & Instructions

(i) DICGC has made an endeavour to make available all relevant information in the RfP. For any further information or clarification during the tender period, only the identified Contact Officer named above may be contacted. Except with express permission, the bidder should not communicate directly with any other DICGC personnel involved in work concerning this invitation. Failure to comply with this requirement may result in the disqualification of the firm from this competition.

(ii) Government Tax – Bidders are responsible for establishing the status of the services for the purpose of any government tax including Indirect tax, CESS, etc. to GoI. Any applicable taxes should be shown in financial proposal.

(iii) Alterations to Tenders - Any manuscript or other alteration to the bid must be countersigned and dated by the person submitting the tender.

(iv) Letters and Declaration to Accompany Tenders - The bid must be accompanied by scanned copy of a letter on firm's letter head showing the full registered name (s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.

(v) Packaging and Delivery of Tenders - Bids must be mailed in a .PDF scanned password protected file clearly Indicating the following:

1. Project Title;
2. Tender Due Date;
3. Bidder's Name;

DICGC accepts no responsibility for the premature opening of any incorrectly marked tenders.

(vi) Conflict of Interest - Bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. Where bidders identify any potential conflicts they should state how they intend to avoid such conflicts. DICGC reserves the right to reject any bid which, in DICGC's opinion, gives rise, or could potentially give rise to, a conflict of interest.



(vii) Undertaking - Bidders must give an undertaking that:

- There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/DICGC or other regulatory / statutory authority during the last five years.
- None of the partner/employees have been convicted of any offence involving moral turpitude or has been found guilty of economic offence.
- No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business / right to carry on practice.

(viii) Indemnity - The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep DICGC, its officers and other staff indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or its staff, agents or sub-contractors in relation to the performance or otherwise of the services to be provided under the Contract.

(ix) Assigning to Others - The successful bidder shall not, without the prior written consent of DICGC, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Experts, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by DICGC.

(x) Termination - DICGC may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the CA firm of DICGC's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

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FORM-1 (Technical Bidding)

[Contains Annex I with Appendix 1 & 2 and Annex 1(A)]

Annex I

Technical Bid for Empanelment of CA firm for verification of books of record and claim list of liquidated banks.

Sr.No	Technical Bid - Eligibility Criteria	Pl. specify	Documents Required
1.	The applicant firm should be a Statutory Central Auditor (SCAs) having their headquarters in any one of the five Zones ³ , which are empanelled with C&AG of India and also approved by the banking supervisor i.e. Department of Supervision, RBI.		Certificate issued in this regard.
2.	No. of years of experience of the firm.		Address of branch / Head office of the firm: Name of full time partner heading the branch: Phone Number & e-mail:
2	No. of full time FCA partners		Name of full time partner: Qualification: Address: Phone Number & e-mail: Date since engaged with firm in matters pertaining bank audit. Details to be furnished as per Appendix 1
3	No. of years on C&AG Panel continuously.		Specify no. of years.
4	Number of qualified CAs employed with the firm.		Names and date since engaged with above entity:

³ For our administrative convenience, five Zones have been created viz. **East Zone** (All North-eastern states, West Bengal, Bihar, Jharkhand & Orissa), Andaman & Nicobar Island (UT), Lakshadweep (UT), **West Zone-I** (Maharashtra, Goa, Dadra and Nagar Haveli (UT) & Daman and Diu (UT)), **West Zone-II** (Gujarat, Madhya Pradesh & Chhatisgarh) **North Zone** (Rajasthan, NCR Delhi, Uttar Pradesh, Haryana, Punjab, Uttarakhand, Chandigarh (UT), Himachal Pradesh, Jammu & Kashmir (UT) & Ladakh (UT), and **South Zone** (Telangana, Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Puducherry (UT)).



Sr.No	Technical Bid - Eligibility Criteria	Pl. specify	Documents Required
5	Experience of firm in bank audit.		Name of Partner who audited: No of banks audited: (As per Appendix 1)
6	Prior assignments with DICGC on claims verification for liquidated banks.		If yes, details of the same.
7	The firm should not have been blacklisted/debarred anytime during last 4 years ended 31st Dec 2019 from participation in a tender floated by any central/state PSU including DICGC / RBI or any State/Central Government Department/Institutes or any autonomous body funded and/or controlled by any state/central government.		Details, if yes.
8	The firm/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.		Details, if yes.

The firm which are currently Statutory Central / Statutory Branch Auditors / Concurrent auditors / Consultants of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) and at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.



Appendix 1 (to Annex I)

Details of Partners of the Firm

Appendix 1						
Details of the Partners						
Name of the Partner	Dates of becoming		Date of joining the firm	Membership Number	Educational Qualification	Experience
	ACA	FCA				

Signature of Partner of the firm with the Seal of the firm



Appendix 2 (to Annex I)

Details of experience of the firm in Bank Audit

Appendix 2					
Details of experience of the firm in audit in banks/ RBI					
Type of Audit*	Name of the Bank	Branch (es)	No. Of years of engaged	Period of engagement	
				From Date	To date
*Statutory Central Audit/ Statutory Branch Audit/ Concurrent Audit/ IS audit/ Claim verification of liquidated banks for DICGC/ Experience in KYC Audit /forensic audit.					

Signature of Partner of the firm with the Seal of the firm



Annex I (A)

Particulars to be furnished for the purpose of Empanelment of CAs for verification/certification of books of record and claim of depositors of liquidated banks.

1	Name of the firm	
2	Complete Postal Address	
3	Details of the branches operating in India: (i) Address: (ii) Name and Designation of the person heading the branch (iii) Email ID (iv) Phone Number: (v) Whether it is a Head Office or branch	
4	Email address and Telephone Number of the Head Office of the Firm	
5	Date of Establishment of the firm	
6	No. of completed years for which practicing in India as on March 31, 2020	
7	GSTIN	
8	Firm Registration No.	
9	Permanent Account Number (PAN)	

I declare that:

(a) The firm/partners associated with the firm have not been penalized for any disciplinary proceedings initiated by ICAI/ICMAI and no disciplinary proceedings are pending against the firm / partners associated with the firm as on the date of application;

(b) The firm / partners of the firm not have been blacklisted/debarred anytime during last 4 years ending 31st March 2020 from participation in a tender floated by any Central/State PSU including DICGC / RBI or any State/Central Government Department/Institute or any autonomous body funded and/or controlled by any State/Central government.

**Firms which are currently auditors of RBI / Deposit Insurance and Credit Guarantee Corporation of India (DICGC) / Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) / Reserve Bank Information Technology Private Limited (ReBIT) / Indian Financial Technology and Allied Services (IFTAS) in the past but at least two years have not elapsed since the completion of such assignment as on December 31, 2019 are Not eligible.*

Signature of Partner of the firm with the Seal of the firm



FORM-2 (Financial Bidding)

Application for Empanelment of CA firm for verification of records and Claim-List

FINANCIAL BID FORM

1. Name of the Firm

2. Complete Postal Address (with contact details, phone no./ Mobile no./E-mail-id)

3. BID Price PER DEPOSITOR (excluding applicable taxes) for carrying out verification of records and Claim-List, quoted as;

Amount in Rs.....(in figure)

Amount in Rs.....(in words)

Signature of the Authorised Signatory

With seal of the Firm



Terms of reference for appointment

1. To verify the books and records of the bank at Head Office and its branch/(es) and certify that the claim list prepared/ submitted by the liquidator bank contains the names of the genuine insured depositors of the bank and is in accordance with the provisions of DICGC Act, 1961 and the guidelines issued by the Corporation. This shall also include verification/audit of KYC records to ascertain the traceability of the depositor.
2. To verify that the claim list does not contain the claims in respect of depositors like Banks, Central/State Government Accounts etc., who are not eligible for the deposit insurance cover in terms of Section 2(g) of DICGC Act, 1961.
3. To verify that the bank has exercised the right to **set-off** in regard to recovery of its loans, advances and other dues while preparing the claim list as on u-off date and before making payment to the depositors as provided in Section 16(3) of DICGC Act, 1961.
4. To ascertain whether the bank has carried out the exercise of **clubbing** of the deposit accounts of all the depositors in the '*same right and same capacity*' in accordance with the provisions of the DICGC Act, 1961 and the guidelines issued by DICGC in this regard.
5. To verify KYC records of each and every depositors and ascertain whether they are Traceable Depositors (Part 'A') or Untraceable Depositors (Part 'B').
6. To verify and report whether the bank has meticulously followed the directions, if any, issued to the bank by Reserve Bank of India under Section 35-A of the Banking Regulation Act, 1949 (As Applicable to Co-operative Societies) and whether any third party adjustment (set-off) was allowed by the bank from deposit accounts during the period such directions were in force.
7. Uploading the verified claim templates to our IASS portal and furnishing physical copy of report to DICGC.
8. The CA firm would ensure that it would in no way involve itself with the preparation of claim list.
9. The detailed guidelines for verification/certification of bid shall be sent after acceptance of bid.

(The above list is inclusive and not exhaustive i.e. Terms of reference shall include providing professional assistance incidental to verification of claims)

2. Penalties

- (i) The CA firm so appointed shall be liable for their acts of omissions & commissions as per law.
 - (ii) The appointment shall be cancelled in case of unsatisfactory performance.
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Parameter for selection of CA firm

S.No	Parameters	Weightage
1.	Technical Parameters	60
2.	Financial Parameters	40

The bidders scoring 60 marks in Technical bid shall be eligible for next step of Financial bidding.
The decision of DICGC in this regard shall be final and binding.

