

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-07-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-07-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Financial Services
संगठन का नाम/Organisation Name	National Bank For Agriculture And Ruraldevelopment
कार्यालय का नाम/Office Name	Inspection Department
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	rajesh.chandekar@nabard.org
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - Subject Matter Experts; Concurrent Audit; No; Onsite
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	800 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	22378464
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	379296

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

**लाभार्थी /Beneficiary :**

DGM

Inspection Department, Department of Financial Services, National Bank for Agriculture and Rural Development, Ministry of Finance  
(Rajesh Onkar Chandekar)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Extendability of contract requirement:**NA

**Last 3 years average business revenue from consulting:**10 crores

**Number of Consultants on payroll of firms:**Mentioned in RFP documents

**Number of projects completed in India having similar scope & size of proposed project under hiring:**Mentioned in RFP documents

**Scope Of work:**[1781172541.pdf](#)

**Profile of Consultants:**[1781172683.pdf](#)

**Pre-qualifications Criteria:** [1781172693.pdf](#)

**Payment Terms:** [1781172700.pdf](#)

**Price Break Up Format:** [1781172711.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Number of years since the Firm established	15	5	<a href="#">View File</a>
No of branches or office	10	4	<a href="#">View File</a>
Average Annual Revenue	15	5	<a href="#">View File</a>
No of Staff	10	4	<a href="#">View File</a>
Experience in concurrent audit in AIFI or RBI or PSBs	10	4	<a href="#">View File</a>
Experience in concurrent audit in PS or private banks	10	4	<a href="#">View File</a>
Experience in CBS	5	2	<a href="#">View File</a>
Experience in Risk based Audit	5	3	<a href="#">View File</a>
Presentation by bidder	20	5	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 36**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:** Mentioned in RFP Document

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
16-06-2026 15:00:00	Mentioned in RFP Document

**Hiring Of Consultants - Milestone/Deliverable Based - Subject Matter Experts; Concurrent Audit; No; Onsite ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Subject Matter Experts
Consultant's Profile	Concurrent Audit
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Onsite

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	

#### अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ravindra Vasantrya Jolhe	400051,Plot No C24, G Block, BKC	Project / Lumpsum Based	N/A

#### क्रेता द्वारा जोडी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

##### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Timelines and T&C mentioned in RFP document will prevail.

#### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such

suspension period has already expired.

4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



## राष्ट्रीय कृषि और ग्रामीण विकास बैंक

निरीक्षण विभाग, प्रधान कार्यालय, मुंबई

प्रधान कार्यालय में  
समवर्ती लेखा परीक्षकों के अनुबंध के लिए प्रस्ताव हेतु अनुरोध (आरएफपी)  
**राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई)**  
**निरीक्षण विभाग**  
तीसरी मंजिल, 'डी' विंग,  
सी -24, 'जी' ब्लॉक  
बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व)  
मुंबई 400 051  
वेबसाइट : [www.nabard.org](http://www.nabard.org)

**राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई) प्रधान कार्यालय के लिए समवर्ती लेखा परीक्षकों के अनुबंध के लिए प्रस्ताव हेतु अनुरोध (आरएफपी)**

राष्ट्रीय कृषि और ग्रामीण विकास बैंक अपने निरीक्षण विभाग, प्रधान कार्यालय, मुंबई में समवर्ती लेखा परीक्षक के रूप में अनुबंध के लिए भारत में कार्यरत योग्यता प्राप्त चार्टर्ड एकाउंटेंट्स फर्म, जिनका मुंबई में कम से कम एक कार्यालय हो, से GeM पोर्टल पर निविदाएं आमंत्रित कर रहा है।

अनुबंध के लिए नाबाई (आरएफपी) "प्रस्ताव के लिए अनुरोध" हमारी वेबसाइट [www.nabard.org](http://www.nabard.org) पर भी उपलब्ध है। इच्छुक बोलीदाता इसे हमारी वेबसाइट <https://www.nabard.org/English/Tenders.aspx> से भी सीधे डाउनलोड कर सकते हैं। बोलियों को आरएफपी दस्तावेज में दिए गए विनिर्देशों के अनुसार ही तैयार किया जाए और इसे ऑनलाइन GeM portal पर दिनांक 03 जुलाई 2026, शुक्रवार अपराह्न 3.00 बजे तक अपलोड किया जाना चाहिए :

मुख्य महाप्रबंधक

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई)

निरीक्षण विभाग

तीसरी मंजिल, 'डी' विंग,

सी -24, 'जी' ब्लॉक

बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व)

मुंबई 400 051



## **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Inspection Department  
Head Office, Mumbai**

**REQUEST FOR PROPOSAL (RFP)  
FOR ENGAGEMENT OF  
CONCURRENT AUDITORS at Head Office of  
National Bank for Agriculture and Rural Development (NABARD)  
Inspection Department  
3<sup>rd</sup> Floor, 'D' Wing,  
C-24, 'G' Block  
Bandra-Kurla Complex, Bandra (East)  
Mumbai 400 051  
Website: [www.nabard.org](http://www.nabard.org)**

### **Request for Proposal (RFP) for engagement of Concurrent Auditors for Head Office at Mumbai of National Bank for Agriculture and Rural Development (NABARD)**

Tenders are invited on GeM Portal by the National Bank for Agriculture and Rural Development from qualified firms of Chartered Accountants operating in India, with at least one office in Mumbai, for engagement as Concurrent Auditors in Head Office of NABARD at Mumbai.

The "Request for Proposal" (RFP) for the engagement is also available on the NABARD website ([www.nabard.org](http://www.nabard.org)). Interested bidders may also download directly from our website (link <https://www.nabard.org/English/Tenders.aspx>). Bids may be made strictly as per the specifications in the RFP documents and should be submitted online **on GeM portal latest by 3.00 p.m. on 03 July 2026, Friday.**

The Chief General Manager  
National Bank for Agriculture and Rural Development (NABARD)  
Inspection Department  
3<sup>rd</sup> Floor, 'D' Wing  
C-24, 'G' Block  
Bandra- Kurla Complex, Bandra (East)  
**Mumbai 400 051**

**DISCLAIMER**

***The contents and information provided in this Request for Proposal (RFP) are meant to provide general information that may be useful to the interested parties in formulation of their proposal pursuant to this RFP. The selected bidder will be required to execute an Agreement with NABARD that will govern the rights, duties and obligations between NABARD and the successful bidder. Accordingly, no contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by NABARD with the selected bidder.***

**Schedule of events**

1	Purpose	To engage suitable Audit firm for conducting Concurrent Audit work at NABARD Head Office, Mumbai.																		
2	Cost of Tender	Nil																		
3	Pre-bid Integrity pact	Bidder will have to enter pre-contract integrity pact (on stamp paper of Rs 500/-) as per Section VIII of RFP before submitting the bid.																		
4.	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit (EMD) of ₹ <b>3,79,296/- (Rupees Three lakh seventy-nine thousand two hundred ninety-six only)</b> through electronic mode (NEFT/RTGS) from any Scheduled Bank to be deposited in the following account as per details below. Bidder is required to submit the same along with Technical Bid. Tender without EMD shall be rejected:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th colspan="2">Particulars</th> </tr> </thead> <tbody> <tr> <td>i)</td> <td>Name</td> <td>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</td> </tr> <tr> <td>ii)</td> <td>Bank Name</td> <td>NABARD</td> </tr> <tr> <td>iii)</td> <td>Branch Name</td> <td>HEAD OFFICE, MUMBAI</td> </tr> <tr> <td>iv)</td> <td>IFS code</td> <td>NBRD0000002</td> </tr> <tr> <td>v)</td> <td>Account No</td> <td>NABADMN07</td> </tr> </tbody> </table> <p>The bidder may also provide the bank details for refunding the EMD in case of non-acceptance of the Bid.</p> <p>Micro and Small Enterprises (MSEs) will be exempted from payment of earnest money on submission of MSE certificate.</p>	Sl. No	Particulars		i)	Name	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT	ii)	Bank Name	NABARD	iii)	Branch Name	HEAD OFFICE, MUMBAI	iv)	IFS code	NBRD0000002	v)	Account No	NABADMN07
Sl. No	Particulars																			
i)	Name	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT																		
ii)	Bank Name	NABARD																		
iii)	Branch Name	HEAD OFFICE, MUMBAI																		
iv)	IFS code	NBRD0000002																		
v)	Account No	NABADMN07																		
5.	Type of Bid	<p>Two Packet Bid</p> <p>i) Technical Bid as per the parameters in Section II along with EMD</p> <p>ii) Financial Bid as per Part II</p>																		

6	Last Date of Submission of Bids on GeM portal	<b>03 July 2026 (Friday) by 15:00 hrs.</b>
7	Date, Time and Venue of opening of Bids, except financial Bids	06 July 2026 (Monday) at 10:00 hrs. Inspection Department, Third Floor, D Wing, NABARD Head Office, C-24, G-Block, Bandra – Kurla Complex, Bandra (East), Mumbai - 400051
8	Pre-Bid Meeting	Date: 16 June 2026 (Tuesday) Time: 15:00 hrs. At the Venue indicated at Sr.No.7 above
9	Response to clarification / pre-bid meeting to be put on GeM portal, if any	18 June 2026 (Thursday) before 17:00 hrs.
10	Mode of submitting the Bid	Bids may be submitted as Technical / Financial Bid on GeM portal by 15:00 hrs. on 03 July 2026 (Friday) in ONLINE mode only, and no OFFLINE submission of bids will be entertained.
11	Bid Validity	90 days from the last date of submission
12	Contact Person	Shri Rajesh Chandekar, DGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022-26539710/9404705162  Shri Ganesh Sawardekar, AGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022-26539436/7710070476  (Between 10.00 am to 5.00 pm on working days)

**Index**

<b>Sr. No.</b>	<b>Particulars</b>
<b>1.</b>	Section-I: Introduction and instructions for proposal
<b>2.</b>	Section-II: Minimum requirements for applying
<b>3.</b>	Section-III: Payment terms and conditions
<b>4.</b>	Section-IV: Important terms and conditions
<b>5.</b>	Section-V: Process to be adopted for evaluation of bids
<b>6.</b>	Section-VI: Scope of work
<b>7.</b>	Section-VII: QCBS evaluation criteria – In case of multiple L1 Bidders
<b>8.</b>	Section-VIII: Format for Pre-contract integrity pact
<b>9.</b>	Section-IX: Declaration Certificate
<b>10.</b>	Section-X: Non-disclosure agreement form
<b>11.</b>	Section-XI: Format for Service level Agreement

## Section-I

### INTRODUCTION & INSTRUCTIONS FOR PROPOSAL

National Bank for Agriculture and Rural Development (hereinafter referred to as “NABARD”) a body corporate is set up under National Bank for Agriculture and Rural Development (NABARD) Act, 1981 with a mandate for facilitating credit flow for promotion and development of agriculture, micro-enterprises, small enterprises and medium enterprises, cottage and village industries, handlooms, handicrafts and other rural crafts. It is wholly owned by the Government of India. For details, please see our website [www.nabard.org](http://www.nabard.org).

- (1) It has 30 Departments in its Head Office at Mumbai, 31 offices across the country and 04 Training Establishments and employs around 3135 employees excluding the retired employees who are pensioners. Around 12-15 thousand financial transactions are carried out per month in the bank. All the transactions of NABARD are made through centralized CBS system. NABARD has been extensively using Information Technology for its operations and payments of salary / perquisites, loans & advances, management benefits, accounting (core banking) and also manual systems. Different modules used in NABARD are as under:
- (2) Different systems / softwares like NABCBS, TALMS, HRMS, etc. are being implemented in NABARD. All transactions are carried out through these systems.
- (3) NABARD has also put in place NABARD Electronic Office (NEO), a document management system.
- (4) The softwares SuperSoft and ISoft are being used in NABARD to conduct Inspections of Cooperatives Banks/RRBs and to conduct inspections of HODs/ROs/TEs and subsidiaries of NABARD respectively.

NABARD invites proposals from well-established and reputed firms of Chartered Accountants for engagement as Auditors to :

provide Concurrent Audit Services at its Head Office, Mumbai. The engagement shall be on a contract basis. Concurrent auditing will have to be conducted at Head office of the Bank for the transactions done through NABCBS/ manual and also through NEO Platform / manually wherever applicable.

**Logistic Support extended:** NABARD would be providing the requisite infrastructure support and facilities such as office premises, work stations equipped with personal computer & necessary peripherals as applicable to Grade A officers of NABARD. Breakfast, tea / coffee and working lunch would be made available to the staff engaged by the Firm at the Head Office Officer’s lounge on subsidized basis at the rates as applicable to the staff of NABARD.

**Bidders may note that:**

- (a) At any time prior to the deadline for submission of proposal, NABARD may, for any reason, modify the RFP. The prospective respondents having received the RFP shall be notified of the amendments through GeM portal / its website and such amendments shall be binding on them.
- (b) NABARD reserves the right to accept or reject any or all the proposals in whole or part without assigning any reasons.
- (c) NABARD intends to select one (1) firm of Chartered Accountants under contract.
- (d) During pre-qualification and evaluation of the Proposals, NABARD may, at its discretion, ask respondents for clarifications on their proposal.
- (e) Such clarification/s shall be provided within the time specified by NABARD for this purpose. If an applicant does not provide clarifications sought as mentioned above within the specified time, its proposals shall be liable to be rejected.
- (f) The Proposals shall be submitted exclusively through GeM portal. Proposals received through any other mode shall be treated as defective, invalid and **will be rejected**. Only detailed and complete proposals in the form indicated, received by the closing time and date of the proposals along with the EMD, if applicable, of ₹ **3,79,296/- (Rupees Three lakh seventy-nine thousand two hundred ninety-six only)** shall be treated as valid.
- (g) The bidders are not permitted to modify, substitute, or withdraw proposals after its submission.
- (h) The proposal may be submitted along with the covering letter about the proposal, together with the information/documents indicated in the Section-II - Technical Bid for engagement of Concurrent Auditors for Head Office of NABARD at Mumbai and the declaration, signed by the authorized signatory duly approved by the partner/s of the Firm with Seal of the Company/firm. All pages are required to be stamped and signed.
- (i) No cost will be borne by NABARD towards preparation and submission of the proposals.
- (j) The tenure of the contract would be for three years from 01.10.2026 to 30.09.2029, subject to annual review of performance and adherence to the terms and conditions. NABARD may terminate the contract without assigning any reasons by giving one month's notice or fee equivalent to one month.
- (k) The contract may be extended subject to satisfactory performance of the firm and mutually agreed terms and conditions upto a maximum period of 1 year.
- (l) NABARD will evaluate the proposals submitted by respondents in detail, based on the data submitted by them.
- (m) Proposals can be submitted on GeM portal latest by **15:00 hrs. on 03 July 2026**. No extension will be granted for submission. Before submission of bid, bidder may ensure to enter pre-contract integrity pact (duly stamped) as per Section-VIII of RFP.

### Timetable

Task	Time & Date
Floating of tenders (in the form of Request for Proposal – RFP)	11 June 2026 (Thursday)
Uploading of RFP on NABARD's Website	11 June 2026 (Thursday)
Pre-bid Meeting; Time & Date	15:00 hrs. on 16 June 2026 (Monday)
Clarifications if any after Pre bid meeting on website & E tendering	Before 17:00 hrs on 18 June 2026 (Wednesday)
Closing of Bid; Due Time & Date	15:00 hrs. on 03 July 2026 (Friday)
Opening of Technical Bids	10:00 hrs. on 06 July 2026 (Monday)
Opening Financial Bid	Will be communicated lateron

Address for Communication	Contact Person
The Chief General Manager Inspection Department, National Bank for Agriculture and Rural Development (NABARD) 3 <sup>rd</sup> Floor, 'D' Wing, C-24 'G' Block, Bandra-Kurla Complex, Bandra (East) Mumbai 400 051 Email ID: id@nabard.org	(Between 10.00 am to 5.00 pm on working days)  Shri Rajesh Chandekar, DGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022- 26539710/9404705162  Shri Ganesh Sawardekar, AGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022- 26539436/7710070476

- i. Tender currency: All prices shall be expressed in Indian Rupees only
- ii. Tender language: The Proposal shall be in English language only
- iii. Tenders once submitted will be treated as final and no further correspondence will be entertained on this.
- iv. No Tender will be modified after the deadline.
- v. All taxes at the time of release of payments, if any, shall be deducted at source as per prevailing rates while making the payments.
- vi. Confidentiality of all the information received from NABARD may be maintained during the execution of this engagement.

- vii. KYC details of proprietor of firm and the staff engaged for execution of audit work will have to be provided.

## **Section-II**

### **Minimum Requirements for Applying**

#### **1. Criteria to apply for engagement**

The Chartered Accountant Firm has to satisfy the criteria to apply for engagement. Respondents satisfying the following criteria only are eligible to submit their proposal for the Request for Proposal (RFP).

- i. This invitation to respond to the Request for Proposal (RFP) is open only to Chartered Accountant firms registered with ICAI.
- ii. The firm of Chartered Accountants should have at least 30 Chartered Accountants as full-time partners/employees. At least one of them should be DISA (Diploma in Information System Audit) qualified.
- iii. The firm of Chartered Accountants should have minimum 60 full time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract & sub-contract staff), having experience of auditing in banks/Financial Institutions.
- iv. The firm of Chartered Accountants should have been in existence in India for a period of at least 10 years as of 31.3.2026 and their membership duly registered with and renewed with ICAI.
- v. The firm of Chartered Accountants should have a Head office/branch, with at least 10% of its total partners, in Mumbai where audit work at NABARD, Head Office is proposed to be taken up.
- vi. As on 31.03.2026, the firm of Chartered Accountants should have a minimum experience of 10 years in concurrent auditing of RBI / AIFI/ PSU /PSB/Private Banks.
- vii. If any partner of a Chartered Accountant firm is a Director on the Board of NABARD as on the date of submission of Bid, such firm is not eligible to participate in the bidding process.
- viii. If the Chartered Accountant firm which is currently engaged by the Bank as Concurrent Auditor has completed or is completing two consecutive terms as on 01 October 2026, a cooling – off period of two years shall apply to such a firm. Such firm is not eligible to participate in the bidding process.
- ix. Further, the firms which are currently engaged in NABARD as Information System Auditors / Statutory Auditors are not eligible to participate in the bidding process.  
The firm must certify to the effect as per the declaration format in Section IX.
- x. As on 31.03.2026, the firm of Chartered Accountants should have staff with minimum five-year experience in concurrent auditing in digital environment (core banking).

- xi. The firm of Chartered Accountants should have average annual revenue of at least ₹ 10.00 crore each in last 03 years (2023-24, 2024-25, 2025-26).
- xii. The bidder should be maintaining / having positive net worth and cash profits (i.e. no cash loss) during last 03 years (2023-24, 2024-25, 2025-26).
- xiii. The bidder should not have been blacklisted by any Public Sector Bank, private banks, RBI or IBA or any other Government agencies. Bidder must certify to that effect as per the declaration format as per Section IX.
- xiv. The bidder company should not be owned or controlled by any person or body of persons of which any of the directors/employees of NABARD is a proprietor, partner, director, manager, agent, employee or guarantor.
- xv. The bidder or any person duly authorized to bind the bidder to the contract should sign the bid. The signatory should give a declaration and through authenticated documentary evidence to establish that he/she is empowered to sign the tender documents and bind the bidder. All pages of the tender documents except brochures, if any, are to be signed by the authorized signatory.

**Necessary documentary proofs (as indicated in Para 6 of this section) may be submitted as per requirement along with duly filled in proposal. The proposal of the firm, which does not meet any of the above criteria, will not be considered for above assignment.**

## **2. Other important conditions**

- i. The leader of the team, that would conduct concurrent audit, should be a chartered accountant who will guide and supervise the team. Other members of the team should have relevant qualification in book-keeping and accountancy background with audit experience such as qualified assistants, article clerks, experienced bankers. As per our experience, a minimum number of staff required to carry on day-to-day work of auditing at Head Office, Mumbai, will include 1 Chartered Accountant, 14 experienced auditing staff on daily basis. The selected firm has to place the team of manpower in NABARD's premises for carrying out auditing work.
- ii. The team may be required to work on Holidays (including Saturdays/ Sundays) or beyond office hours in case of exigency.
- iii. The team will ensure that the concurrent audit assignment will be completed on a day-to-day basis.
- iv. The manpower placed in NABARD should be able to audit in digital/core banking environment.
- v. The selected firm of Chartered Accountants shall deposit initial security deposit (ISD) of 2% of the total contract fee (3 years), which shall not carry any interest and shall be refundable only after the complete conclusion of the contractual obligations to the satisfaction of NABARD.

### 3. Requirements for proposal submission

- i. The Firms may note that for the purpose of the engagement of Concurrent Auditors, a two-stage bidding process will be followed. The response to the present tender will be submitted in two parts, i.e. the ‘Technical Bid’ and the Financial Bid. Quality and Cost Based Selection (QCBS) methodology would be adopted for evaluation and award of Tender as per the process given in Section V and VII of this document.
- ii. The Bidder will have to submit the ‘Technical Bid’ and the ‘Financial Bid’ separately on GeM Portal within the stipulated date and time. The ‘Technical Bid’ will contain the exhaustive and comprehensive technical details indicated in Section-II, and Financial Bid’ will contain the Pricing information as indicated in the price bid format.
- iii. Technical Bid shall NOT contain any pricing or commercial information. If Technical Bid contains any price related information, that Bid would be disqualified and would NOT be processed further.**
- iv. Before submitting bid, bidder will have to execute a pre-contract integrity pact as indicated in Section VIII.
- v. The Firm’s response should be organized into the following parts:

**Part 1 : Technical Bid** (as per Section-II of this RFP), together with;

- Executive Summary / Introduction;
- Proposal Compliance Letter;  
A letter signed by an authorized officer of Firm certifying the Firm’s proposal with complete compliance with the RFP specifications;
- Integrity Pact and Acceptance of Terms and Conditions as per Section IV to be included with the Proposal;
- Necessary documentary proofs (as indicated in Para 6 of this section);
- Declaration Certificate as per Section IX.

(Details may be submitted as per the format given in Sr.No. 6 of this Section.)

**Part 2 : Financial Bid** (as per the price bid format)

### 4. Bid Submission

- i. Bidder may ensure to execute a pre-contract integrity pact (duly stamped) as per Section-VIII of RFP before submitting the bid which is required as per directions of the Central Vigilance commission.

- ii. Integrity Pact – The response to the present RFP will be submitted in two parts, i.e., the Technical Bid and the Financial Bid. The Bidder will have to submit the “Technical Bid” and the ‘Financial Bid’ separately, but within the stipulated date and time.

**Important Note:**

**Prospective bidders are requested to submit a duly signed and stamped ‘Integrity Pact’ on a ₹ 500/- Stamp Paper. Compliance to ‘Integrity Pact’ is mandatory and shall be the pre-qualification criteria.**

**Non-submission of ‘Integrity Pact’ or submission in different format (other than the prescribed one) and not duly authenticated by authorized signatory shall disqualify the prospective bidder at the initial stage and their ‘Technical/ Financial’ bids shall not be opened.**

- iii. The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the bidder. In such cases, the person/s signing the bid should initiate such corrections.
- iv. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in rejection of the bid.
- v. No columns of the tender should be left blank. Offers with insufficient information and offers, which do not strictly comply with the stipulations given above, are liable for rejection.
- vi. The bids will be opened in the presence of authorized representatives of the bidders, who shall produce an authorization letter from the bidder to represent them at the time of opening of Technical / Financial bids. Only two representatives will be allowed to represent any bidder. In case the bidder’s representative is not present at the time of opening of bids, the quotations / bids will still be opened at the scheduled time at the sole discretion of NABARD.

**5. Disqualifications**

NABARD may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent:

- i. Submitted the Proposal documents after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Failed to provide related clarifications, when sought.
- iv. Declared ineligible by the Government of India/State Government/UT Government, any other financial institution for corrupt and fraudulent practices or blacklisted.

**Note**

- a. All bids shall be evaluated by an Evaluation Committee set up for this purpose by the Bank and its decision will be final.
- b. The bidder must fulfil the eligibility criteria given above. Bids not complying with any of the eligibility criteria are liable to be rejected and will not be considered for further evaluation. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
- c. The bids qualified out of this stage shall be considered for Quality and Cost Based Selection (QCBS) process.
- d. In accordance with clause 1.5.2 of Incident Management on GeM 3.0, all the stakeholders shall comment/ respond on IM Dashboard only and no resolution /response relating to incidents shall be provided through emails or any other mechanism. The stakeholders shall not attach/indicate the details which reveal their identity such as name of organization, name of any person or telephone numbers etc. on IM Dashboard.

**6. Important details to be submitted in Technical Bid**

**Technical Bid for engagement of Concurrent Auditors for Head Office of NABARD at Mumbai.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance (Yes / No)</b>	<b>Documents required in support of the eligibility</b>
1	Name of the Company/ Firm		Copy of Registration / Membership Certificate under relevant Act / ICAI
	Registered office address		
	Local (Mumbai) address		Necessary documentary proofs to be submitted.
	Contact person & Mobile No. at Mumbai		Details may be furnished.
2	Type of License / Registration / Membership		Copy of Original Registration Certificate issued by ICAI.

3	Number of years in operation i.e., License Issuance/ renewal dates as on 31.03.2026		Copy of License/ Registration certificate
4	Revenues & Net worth (in ` crores) 2023-24 2024-25 2025-26		Submit the copies of audited Profit & Loss Account
5	Details of Professional qualifications, like CA/ DISA, of Partners/ full time employees as on 31 March 2026 (indicate numbers)		Auditor's Certified Copy
5A	No of Partners based in Mumbai		
6	No. of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies, subordinate staff, contract and subcontract staff) having auditing experience of more than one year in banks/ financial institutions as on 31 March 2026.		Necessary documentary proofs to be submitted.
7	No. of Offices & locations		Auditor's Certified Copy
8	No. of Corporate Clients as on 31 March 2026		Auditor's Certified Copy
9	Names of corporate clients as on 31 March 2026		(Please furnish the list with contact nos.)
10	Number of years of experience in concurrent auditing at RBI / AIFI/ PSU banks/Private Banks		Necessary documentary proof to be submitted.
11	Number of years of experience of staffs in concurrent auditing in digital/ core banking environment		Necessary documentary proof to be submitted.
12	Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System as on 31.03.2026		Necessary documentary proof to be submitted.

12	<p>The bidder should not have been blacklisted by any Public Sector Bank, private banks, RBI or IBA or any other Government agencies.</p> <p>Whether declaration format as per Section IX submitted?</p>		Necessary declaration to be submitted.
13	<p>Whether the bidder company is owned or controlled by any person or body of persons of which any of the directors/employees of NABARD is a proprietor, partner, director, manager, agent, employee or guarantor.</p>		
14	<p>Details of person duly authorized to sign/ bind the bidder to the contract.</p>		

**Signature of authorized person****Date:****Name of the Firm and seal**

The proposal of the firm, which does not provide any of the details, will not be considered for above assignment.

### **Section-III**

#### **Payment Terms and Conditions**

1. Payment terms will be as follows:

- The selected concurrent audit firm will be required to submit the draft audit report based on the scope of work indicated in Section-VI on a Monthly / Quarterly / Half yearly / Yearly basis (As indicated in the agreement). After finalization of the audit reports, the firm may raise the bill on a monthly basis.

2. TDS will be deducted as per the Income Tax Laws as applicable.

3. Billing address for the invoice shall be as follows:

The Chief General Manager  
Inspection Department  
National Bank for Agriculture and Rural Development  
3<sup>rd</sup> Floor, D-Wing,  
C- 24, G-Block,  
Bandra Kurla Complex,  
Bandra (East),  
Mumbai- 400051

## Section-IV

### Important Terms and conditions

Following additional terms and conditions shall also apply:

- (A) Bidder warranties** - By submitting a response, Bidder represents and warrants to NABARD that, as at the date of submission:
- i. the Bidder has fully disclosed to NABARD in its responses all information which could reasonably be regarded as affecting in any way NABARD's evaluation of the response.
  - ii. all information contained in the Bidder's response is true, accurate and complete and not misleading in any way;
  - iii. no litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the Bidder threatened against or otherwise involving the Bidder which could have an adverse effect on its business, assets or financial condition or upon NABARD's reputation if the Response is successful;
  - iv. the Bidder will immediately notify NABARD of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the Bidder's business, assets or financial condition, or NABARD's reputation or render the Bidder unable to perform its obligations under the agreement, if any or have a material adverse effect on the evaluation of the responses by NABARD; and
  - v. the Bidder has not and will not seek to influence any decisions of NABARD during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.
  - vi. the bidder shall not, without the written consent of NABARD, make any assignment or Subcontract for the provision of any services.
- (B) Confidentiality** - Bidder must keep confidential any information received from or about NABARD as a result of or in connection with the submission of the Response. All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response. Unless expressly agreed in writing prior to submissions, Responses are not confidential and may be used by NABARD in whole or part. NABARD, however, will not disclose the information provided by Bidder in a Response other than to its affiliates or to its professional advisors, unless required otherwise by any provisions of law. Additionally, and at any point of the evaluation and selection process, NABARD

may require the Bidder to execute a Non-Disclosure Agreement (NDA) as given in Section-X.

- (C) Whilst all reasonable care has been taken in compiling this Response document, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by NABARD as to the completeness or accuracy of the Response or any information provided in or in connection with it. To the maximum extent permitted by law:
  - i. NABARD, its officers, employees and agents will not be liable in any way whatsoever for any loss, damage, cost or expense (including without limitation any liability arising from any fault or negligence on their part) arising from the evaluation process; and
  - ii. each Bidder releases and indemnifies NABARD from all claims, suits, demands, proceedings, actions, liabilities, damages and costs which may arise under statute, law, equity or otherwise arising from, whether directly or indirectly, or in connection with the evaluation and selection process.
- (D) This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific NABARD requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. NABARD reserves the right to make no selection and enter into no agreement as a result of this RFP. Only the execution of a written agreement between NABARD and a bidder will obligate NABARD in accordance with the terms and conditions contained in such agreement.
- (E) It should be understood that the response of the Bidder to this RFP constitutes an offer to do business on the terms stated by the Bidder and that, should a contract be awarded, NABARD may, at its option, incorporate all or any part of the response to this RFP in the contract. NABARD reserves the right to accept the offer without further discussions and without any additional opportunity for the Bidder to amend, supplement or revise the submitted offer.
- (F) **NABARD's right to verify** - NABARD reserves the right to conduct a site survey or obtain other evidence of facilities, resources, and managerial, financial and Bidder performance abilities prior to announcing the successful Bidder or awarding an agreement under this evaluation process.
- (G) **Financial documents** - NABARD may request additional financial/business information from the Bidder, if required.
- (H) **Selection criteria** - The selection criteria, inquiries, questions or information put forth in the Response are meant to be provided on the aforesaid and established through the details submitted by the bidder in the financial bid.
- (I) **Termination/or suspension of evaluation process** - NABARD reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder or

any third party. Bidders will be notified if any suspension or termination occurs but NABARD is not obliged to provide any reasons.

**(J) Other Rights** - Without limiting its rights under any other clause of this evaluation process or at law, and without liability to the Bidder or any third party, NABARD may at any stage of the evaluation process:

- i Require additional information from a Bidder;
- ii Change the structure and timing of the evaluation process;
- iii Terminate further participation in the evaluation process by a Bidder;
- iv Negotiate with more than one Bidder;
- v Terminate negotiations being conducted with a Bidder;
- vi Vary or extend the timetable and evaluation process
- vii accept any non- complying Response; or
- viii. Vary the terms and conditions of the evaluation process, the RFP or specifications or requirements at any time.

**(K) Responsibility for Costs** - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing NABARD with the response, the revised response or any additional information).

**(L) Non-Reliance by Bidder** - Bidder, by submitting a Response, acknowledges that:

- i. it does not rely on any information, representation or warranty, whether oral or in writing or arising from other conduct, other than that specified in this RFP or otherwise provided by NABARD in writing;
- ii. it has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the Bidder's Response as well as the accuracy, currency or completeness of such information; and
- iii. Information provided in its Responses are based on historical trends does not constitute a representation that such trends will continue into the future or occur again and nothing contained in its Response can be relied upon as a commitment, guarantee or representation regarding future events or performance.

**(M) NABARD's right to vary** - NABARD reserves the right to vary any aspect of this evaluation process, RFP without liability to Bidder. Where NABARD varies any aspect of this evaluation process or the agreement, NABARD shall notify the Bidder of that variation.

**(N) Incorporation of Responses into agreement** - The successful Bidder, as concluded by NABARD, shall sign an agreement of Concurrent Audit with NABARD. NABARD may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder into the final agreement. NABARD may require a successful Bidder to submit, before negotiation of the agreement, details of issues which may affect their ability to act as a Bidder.

**(O) Precedence of Documents** - If there is any inconsistency between the terms of this RFP and any of its appendices, schedules or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

**(P)** No extension of time will be permitted if the bidder is facing difficulty or facing technical issues in uploading the document beyond the time specified for closure of tender.

**(Q) Governing Laws & Dispute Resolution**-The RFP and selection process shall be governed by and construed in accordance with the laws of India **and shall be subject to exclusive jurisdiction of Courts in Mumbai only.**

**(R) Arbitration**

- i. In the event of there being any dispute or difference arising between the parties the same shall be referred to the **CGM, Inspection Department, NABARD, Mumbai Head Office** whose decision in writing, shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the **Arbitration and Conciliations Act, 1996** or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.
- ii. The venue of the arbitration shall be Mumbai and the language of arbitration shall be English. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, **be paid half and half by each of the parties.** The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.
- iii. All disputes which are not covered under Arbitration shall be subject to the legal jurisdiction of the Court at Mumbai only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.
- iv. During the arbitration proceedings, the Vendor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank.

**(S) Bidder also warranties to take following responsibilities, if awarded the work**

- i. to pay monthly remunerations to the manpower deployed
- ii. will replace the person, if so required, if the performance of a person placed in NABARD premises is found unsatisfactory.
- iii. will bear all tax liabilities as applicable and is responsible in filing returns to any Government department if applicable.
- iv. shall ensure compliance with provisions of minimum wages Act, EPF Act, ESI Act and such other Acts and rules in force, as may be applicable with regard to provision of necessary auditing services.

- v. shall be governed by all the relevant Laws including Labour Laws, Minimum wages Act, the Provident Fund Act, the ESI Act, as applicable from time to time.
- vi. Shall maintain the Data Secrecy and will keep the data in office premises in the manner prescribed by the Bank.
- vii. Shall provide hand holding support to next awardee of work contract for such a reasonable period as may be required.
- viii. NABARD reserves the right to reject any or all bid without assigning any reason. Further, NABARD is not binding itself to accept the lowest or any bid/ tender at all. The rates quoted by the bidder/ tenderer should be able to demonstrate the capability of the tenderer to deliver the contract at the offered price. Abnormally low bids / rates will be subject to analysis by NABARD. If required, NABARD may also call written clarification from bidder.

### **(T) Others**

- i. The manpower placed in NABARD should be able to audit in digital/core banking environment.
- ii. The firm will provide necessary identity cards to persons placed with NABARD. They are expected to maintain office decorum, discipline, well behaved, wear formal dress/footwear, and not engage in telephone/mobile conversation/ chatting unnecessarily.
- iii. The team is required to carry out the auditing work without any delay in keeping with office instructions/guidelines. The observations shall be reported in writing to the concerned sections/departments (as per system) and the non-complied with/unsatisfactory complied observations to be reported with Inspection Department periodically in the returns prescribed for the purpose. They are also required to attend periodical meetings/trainings/workshops arranged by Bank.
- iv. At present accounting is being done in CORE banking (NABCBS /Other systems) as also manual systems, wherever applicable.
- v. The fee will be paid on submission of monthly / quarterly / half yearly / yearly audit reports in respect of different departments namely Accounts, Finance, Treasury, DPSP, HRMD and HRMD Bills and other departments at Head Office.
- vi. TDS will be deducted for any payment made by NABARD, as per applicable provisions of Income Tax Act/Rules.
- vii. The scope and coverage of Concurrent Audit in different Departments of HO is furnished in the Scope of Work attached separately under Section-VI, which is based on extant instruction / guidelines in vogue. The selected firm will be required to carry out the auditing work as per the scope of work defined therein for Head Office departments only.

## **Section-V**

### **Process to be adopted for Evaluation of the Bids**

1. The evaluation of the bids received will be made on the basis of a techno-commercial evaluation. Quality and Cost Based Selection (QCBS) methodology would be adopted for evaluation and award of the tender. The detailed methodology is given in this Section. Further, methodology for evaluation of multiple L1 bidder is given in Section VII.
2. All responses will be placed in front of an Internal Evaluation Committee (IEC) constituted for this purpose in NABARD.
3. The evaluation would be done in two stages. In the first stage, only the ‘Technical Bids’ will be opened in the presence of an internal bid opening committee and Technical Bids in respect of only those bidders who fulfill the eligibility criteria indicated in Section-II will be considered for technical evaluation.
4. Thereafter all eligible firms will be called for making a presentation before the internal committee.
5. Financial bids of those bidders, whose Technical Bids have been evaluated and who have made a presentation before the committee will be opened. Financial Bids of firms not making the presentation will not be considered.
6. The eligible technical Bids will be evaluated on the basis of technical details and points will be awarded on the basis of:
  - i. Number of years since the Firm established as on 31.3.2026.
  - ii. Firms having Head Office/branch at Mumbai to have correspondence/meeting with the firm.
  - iii. Average Annual Revenue/Turnover (Amount in ₹ 10 crore) for last 3 years (2023-24, 2024-25 & 2025-26)
  - iv. Number of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract & sub-contract staff), having experience of auditing in banks/financial institutions as on 31.03.2026.
  - v. Experience of the Firm in conducting Concurrent Audit of PSU Banks / Private Banks (As on 31.03.2026).
  - vi. Experience of the Firm in conducting Concurrent Audit in RBI / AIFI (As on 31.03.2026).
  - vii. Experience of the Firm in conducting Concurrent Audit in Digital/ CBS Environment (As on 31.03.2026).
  - viii. Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System (As on 31.03.2026).
  - ix. Presentation

**A. Technical Assessment (70% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for technical evaluation including marks awarded for presentation.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received.
- iii. Full 70 marks will be awarded to the bidder getting the highest marks i.e. 70% of 100. Similarly, proportionate marks will be awarded to absolute value quoted by other bidders.

**B. Financial / Commercial Assessment (30% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per financial bid.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the lowest quote.
- iii. Full 30 marks will be awarded to the bidder quoting the lowest price i.e. 30% of 100. Similarly, proportionate marks will be awarded to absolute value quoted by other bidders.

**C. Overall Assessment for calculation of L1:**

- i. Marks scored in Technical Assessment and Commercial Assessment will be added.
- ii. The bidder scoring the highest marks will be L1.

**D. Offer of Contract**

1. The offer of contract will be made as decided by the Internal Evaluation Committee.
2. The acceptance of the offer by the selected Firm will be communicated to NABARD by acknowledgement of second copy of the offer duly signed by the authorized signatory of the firm and deposit ISD (Initial security Deposit). The ISD will not bear any interest and will be refunded after complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER.
3. Non-acceptance of the offer may lead to forfeiting the Earnest Money Deposit (EMD) of the Firm.
4. On acceptance of offer by the firm, they will execute an agreement with NABARD and start the work of concurrent auditing from 01 October 2026 or any other date as may be decided. To carry out the audit work smoothly from 01 October 2026, the firm will be required to deploy its manpower immediately upon award of work to acquaint itself with the audit process being followed by the existing chartered accountant firm, for which no remuneration will be given by NABARD.

**E. NABARD reserves the right to:**

- Reject any or all responses received in response to the RFP without assigning any reason whatsoever.
- Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- Waive or change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be notified in GeM portal through corrigendum before the closure of the bid date.
- Extend the time for submission of all proposals and such an extension would be communicated on the GeM portal.
- Select the bidder even if a single bid is received as response.
- Share the information / clarifications provided in response to RFP by any bidder, with all other bidder(s) / others, in the same form as clarified to the bidder raising the query.

**F. Evaluation criteria for Technical Bid:** (Marks will be awarded on the basis of information & documents submitted under technical bid by the bidder as per para 6 of Section II)

<b>Sl. No.</b>	<b>Criteria</b>	<b>Points</b>	<b>Total points</b>
1.	<b>Number of years since the Firm established as on 31.3.2026</b>		<b>15</b>
	<b>(i)</b> Minimum 10 Years	5	
	<b>(ii)</b> Above 10 years to 20 Years	8	
	<b>(iii)</b> Above 20 years to 30 Years	10	
	<b>(iv)</b> Above 30 Years	15	
2.	<b>Firms having its office / branches in --- number of centres as on 31-03-2026</b>		<b>10</b>
	<b>(i)</b> Upto 4 centres (Including Mumbai)	4	
	<b>(ii)</b> Upto 6 centres (Including Mumbai)	6	
	<b>(iii)</b> Upto 8 centres (Including Mumbai)	8	
	<b>(iv)</b> More than 8 centres (Including Mumbai)	10	
3.	<b>Average Annual Revenue (Amount in ` Cr.) for the last 3 years (2023-24, 2024-25 &amp; 2025-26)</b>		<b>15</b>

(i)	Minimum 10.00 crore	5	
(ii)	Above 10.00 crore to 15.00 crore	8	
(iii)	Above 15.00 crore to 20.00 crore	12	
(iv)	Above 20.00 crore	15	
4.	<b>Number of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract &amp; sub-contract staff), having experience of auditing in banks/financial institutions as on 31.03.2026</b>		<b>10</b>
(i)	Upto 60 persons	4	
(ii)	More than 60 to 100 persons	6	
(iii)	More than 100 to 200 persons	8	
(iv)	More than 200 persons	10	
5.	<b>Experience of the Firm in conducting Concurrent Audit in RBI/ All India Financial Institutions/ PSBs as on 31-03-2026</b>		<b>10</b>
(i)	Minimum 10 years	4	
(ii)	More than 10 years to 20 years	6	
(iii)	More than 20 years to 30 years	8	
(iv)	More than 30 years	10	
6.	<b>Experience of the Firm in conducting Concurrent Audit of PSU/ Private Banks as on 31-03-2026</b>		<b>10</b>
(i)	Minimum 10 years	4	
(ii)	More than 10 years to 20 years	6	
(iii)	More than 20 years to 30 years	8	
(iv)	More than 30 years	10	
7.	<b>Experience of the Firm in conducting Concurrent Audit in Digital / CBS Environment as on 31-03-2026</b>		<b>5</b>

<b>(i)</b>	Upto 5 years	2	
<b>(ii)</b>	More than 5 years to 10 years	3	
<b>(iii)</b>	More than 10 years to 15 years	4	
<b>(iv)</b>	More than 15 years	5	
<b>8.</b>	<b>Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System as on 31-03-2026</b>		<b>5</b>
<b>(i)</b>	Upto 5 years	3	
<b>(ii)</b>	More than 5 years	5	
<b>9.</b>	<b>Presentation by Bidder</b>		<b>20</b>
	<b>Total (1 to 9)</b>		<b>100</b>

## Section-VI

### Scope of Work

#### **Background:**

Reserve Bank of India (RBI) set up the Agricultural Refinance Corporation (ARC) in 1963 to work as a refinancing agency for providing medium term and long-term agricultural credit to support investment credit needs for agricultural development. In 1975 this institution was renamed as Agriculture Refinance and Development Corporation (ARDC) with a view to lay emphasise on developmental and promotional role, besides refinancing activities.

Upon its formation in 1982, NABARD took over the functions of the erstwhile Agricultural Credit Department (ACD) and Rural Planning and Credit Cell (RPCC) of RBI and Agricultural Refinance and Development Corporation (ARDC).

The department-wise items to be seen by the Concurrent Auditors are indicated as per the extant instructions / circulars / guidelines and products / work processes / administrative facilities available to the employees in the bank. The relevant circulars which are quoted in various paragraphs are applicable in the present scenario and the Concurrent Auditors are required to refer to the latest circulars / instructions / guidelines issued from time to time in the Bank. Further, the concurrent auditors are also required to refer to the extant Concurrent Audit Manual (updated upto 31 March 2025) and will be required to refer to the latest version of the same whenever the same is updated by the bank. The Concurrent Audit function of the bank has been digitalized and the audit has to be carried out in the bank's ISoft module of Concurrent Audit.

The brief department-wise scope of work is indicated in the following paragraphs. The list is only illustrative and not exhaustive. Based on the changes in roles and responsibilities entrusted to NABARD, new departments can be created. Further, new items of works can be added based on the changes in roles and responsibilities of these departments in future, and Concurrent Auditors need to audit the same as per extant guidelines. Apart from this scope of work, the Concurrent Auditors need to undertake need based audit assigned by Inspection Department, NABARD, Head Office due to additions / changes in the work of the NABARD or based on the instructions of Top Management of NABARD/ requirement of regulator during the period of contract.

The details are indicated below:

#### **1. Department of Refinance (DoR)**

The Department of Refinance (DOR) deals with short term and long-term refinance functions of NABARD. DOR mainly deals with:

- A. **Short term refinance** for production credit activities contributing to food security
- B. **Medium term and long-term refinance** for investment credit activities for giving a boost to private capital formation in agriculture, Medium Term

- Refinance for rescheduling of Short Term Loans, Long Term Loans to State Governments for contributing share capital of cooperative banks
- C. Direct Loans to Co-operatives

CAC needs to check the following:

### **A. Investment Credit**

#### **General for all types of drawals**

- i. Whether the interest rates applied and repayment schedule drawn is as per the prevailing instructions.
- ii. Whether the voucher is supported by original drawal application/ scrutiny note duly sanctioned by competent authority.
- iii. Whether the details of release are in conformity with the Scrutiny note.
- iv. Whether rate of interest and due dates of interest are indicated in the disbursement notes.
- v. Whether repayment schedule is within the loan period and rate of interest is applied accordingly.
- vi. Whether Govt. Guarantee/ Pledge of FDRs/ Gov. Securities obtained and the availability / value of such FDRs have been physically verified.
- vii. Whether Credit Exposure Norms in respect of agencies at standalone level and group level also combined exposure norms- all three subsidiaries of NABARD to single common entity are adhered to.
- viii. Whether credit risk premium as applicable is considered.
- ix. Credit exposure norms adopted during F Y 2025-26 or as per extant instructions / guidelines needs to be followed.
- x. Delegation of Powers for sanction / release of refinance are to be followed as per Circular No. 158/ DOR-49/ 2020 dated 08 June 2020.
- xi. Product-wise guidelines need to be followed at the time of release of refinance under various products as per extant circulars / guidelines of the Bank.
- xii. Checking of Calculation of cost differential for funds under NRLM and similar cost of funds provided under such schemes, if any.

### **2. State Projects Department (SPD)**

The State Projects Department (SPD) provides loans from the Rural Infrastructure Development Fund (RIDF) with the sole objective of giving low-cost fund support to State Governments and State-Owned Corporations. Initially, only State Governments were eligible to borrow out of RIDF on project basis. However, with effect from 1st April 1999, Panchayat Raj Institutions (PRIs), Non-Governmental Organizations (NGOs), Self-Help Groups (SHGs), etc. are also made eligible to borrow out of RIDF. NABARD created a department called 'Department of Storage and Marketing (DSM)' on 03 September 2012 to administer the funds allocated by Government of India for supporting the creation of warehouse infrastructure for scientific storage of food grains in the country. The Department managed two funds, viz., Warehouse

Infrastructure Fund (WIF) and Food Processing Fund (FIF) and the same was merged with SPD from FY 2025-26.

All proposals need to be routed through Nodal Department of concerned State Governments. CAC needs to check the following at the time of release:

**A. Release of expenditure incurred under OE-Miscellaneous Fund, OE-Consultation Fees, Study and Training and OE-Business Promotion Fund**

- i. Whether the expenditure incurred is within the limit approved for the fund and if it exceeds, whether revised approval of the competent authority is in place.
- ii. Whether the bills/invoices supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the bank details of the beneficiary are correct and is as per the request of the client
- v. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD

**B. Interest subvention under LTIF**

- i. Whether rate of interest subvention is calculated as per the LTIF funding arrangement.
- ii. Whether the demand is made on the outstanding loan amount.
- iii. Whether actual number of days in a quarter has been considered while calculating interest subvention.
- iv. Whether bank details in the demand letter have been mentioned correctly.
- v. Whether due date for payment is indicated correctly in the demand letter.
- vi. Was the leap convention followed, if applicable?
- vii. Vetting projected liability statement calculations submitted by ministries for budget preparation, ensuring compliance with extant guidelines. This includes verifying that the number of days and anticipated repayments are accurately considered in the computation process and confirming that the subvention amount is calculated based on the reduced outstanding loan amount after factoring in repayments.

**C. Interest Subvention under MIF**

- i. Whether rate of interest subvention is calculated as 3% of the outstanding loan amount.
- ii. Whether actual number of days in a quarter has been considered while calculating interest subvention.
- iii. Whether bank details in the demand letter have been mentioned correctly.
- iv. Whether due date for payment is indicated correctly in the demand letter.
- v. Whether the demand is made on the outstanding loan amount.
- vi. Was the leap convention followed, if applicable?

- vii. vetting projected liability statement calculations submitted by ministries for budget preparation, ensuring compliance with extant guidelines. This includes verifying that the number of days and anticipated repayments are accurately considered in the computation process and confirming that the subvention amount is calculated based on the reduced outstanding loan amount after factoring in repayments.

#### **D. Warehouse Infrastructure Fund (WIF)**

##### **I. Projects sanctioned to State Governments on RIDF mode:**

System and procedure of drawal of fund will be on the lines of RIDF. (Cir. No. 113/DSM-1/2014 dated 01 July 2014)

##### **II Projects sanctioned under PLR based lending to public/private sector entities**

- i. Whether the project is operating in more than one state. If 'YES' then the projects are to be handled directly by SPD, HO.
- ii. Whether the securities/ documentation have been carried out as per the T&C of sanctions.
- iii. Whether the repayment period is assessed based on the cash flow specific to the project as it may vary from 7 years to 10 years and above. iv. Whether the rate of interest on the loan is based on the risk rating done for the implementing agency and the tenure of the loan. (Cir. No. 125/DSM-7/2018 dated 30 May 2018)
- iv. Whether delegation of power has been ensured as per extant guidelines.

#### **E. Food Processing Fund (FPF)**

The fund has been allocated by GoI for providing affordable credit to agro- processing units in Designated Food Parks. The type of the projects sanctioned are as under:

- i. Projects sanctioned to State Governments and State-Owned Entities (with Government Guarantee) on RIDF mode. System and procedure of drawal of fund will be on the lines of RIDF.
- ii. Projects sanctioned under PLR based lending to entities promoted by GoI, Joint Ventures, SPVs, Coops, Federation of Coops, FPOs, Corporates, Companies and entrepreneurs etc.
- iii. The projects in single state to be handled by RO while multi state projects are to be handled directly by SPD, HO. The releases to be made as per FPF SOP contained in Cir no 87/SPD-07/2025 dated 27 March 2025.

## **F. Release of expenditure incurred for Dynamic Kisan Bhandar App by SPD HO**

- i. Whether the expenditure incurred is within the approved limit and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the bills/invoices supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD.
- v. Whether the bank details of the beneficiary are correct and is as per the request of the client.

## **3. Project Finance Department (PFD)**

Project Finance Department (PFD) is dealing with direct finance products such as NABARD Infrastructure Development Assistance (NIDA), Credit Facility to Marketing Federations (CFF), Dairy Infrastructure and Development Fund (DIDF), Fisheries Aquaculture and Infrastructure Development Fund(FIDF) and the new product, Rural Infrastructure Assistance to State Governments (RIAS) . The projects under PFD are sanctioned at HO.

Term loan, composite loan or cash credit is sanctioned depending upon the nature of the project. Rate of interest, repayment schedule, margin, quantum of loan assistance etc. vary from project to project. Therefore, scrutiny note prepared by the department has to be checked thoroughly with reference to terms and conditions of sanction of each project. Concurrent Auditor has to be diligent while certifying the fact that the CAC has verified all the documents submitted by the applicant, before release of the loan

CAC should check the provisions contained in relevant circulars at the time of release of amount.

### **A. NABARD Infrastructure Development Assistance (NIDA)**

- i. Whether the borrowing entity is eligible under NIDA guidelines?
- ii. Whether the activity financed is eligible?
- iii. Whether the facility is sanctioned by the competent authority as per extant DoP?
- iv. Whether the sanction terms and conditions and pre-disbursement conditions of the project have been fulfilled?
- v. Whether legal vetting has been conducted for the loan and security documents executed in respect of the project
- vi. Whether charge on the assets of the borrower has been registered with RoC / CERSAI within the stipulated time?
- vii. Whether the drawal scrutiny note is as per prescribed format and drawal is supported by expenditure invoices/utilisation certificate by competent authority?

- viii. Whether the quantum of outstanding loan amount and margin amount in drawal is as per approved ratio in the sanction?
- ix. Whether the entries are made in CLMAS correctly? (Repayment tenor as approved in sanction note)
- x. Whether drawal note is approved by competent authority as per extant DoP?
- xi. When there is a delayed payment, whether penal charges is charged as per extant guidelines? Whether waiver of penal charges is authorized by the competent authority?
- xii. Approval of calculation of accrued interest in the case of interest rate resetting

## **B. Credit Facilities for Marketing Federations/ Cooperatives and Corporations**

- i. Whether the borrowing institution is eligible under CFF guidelines?
- ii. Whether acceptance of terms and conditions of sanction and execution of documents is completed within the stipulated timelines as per CFF Policy /SOP?
- iii. Whether disbursement is made only after valid and complete documentation.
- iv. Whether the rate of interest is as decided by ALCO as per the terms and conditions of sanction?
- v. Whether legal audit has been conducted wherever applicable and observations arising therefrom have been complied with?
- vi. Whether security charge (wherever applicable) has been registered with ROC/CERSAI within the stipulated timeframe?
- vii. When there is a delayed payment, whether penal charges are charged as per extant guidelines? Whether waiver of penal charges is authorized by the competent authority?

## **C. Animal Husbandry Infrastructure Development Fund (AHIDF)**

Dairy cooperatives are eligible for loans under AHIDF from NABARD. Whether the activity is eligible.

- i. Whether sanction letter has been duly accepted by the borrower and kept on record?
- ii. Whether all the security documents have been executed properly and charges including mortgages created, wherever applicable, as per terms of sanction.
- iii. Whether all the security documents have been examined/ vetted by a legal expert and his opinion on the enforceability of the same kept on record. Whether action has been taken on the observations of the legal expert.
- iv. Whether our charges, wherever applicable, have been registered with CERSAI/ ROC (within the stipulated time).
- v. Whether equitable mortgage has been notified to the Central Registry with the details (wherever applicable).
- vi. Whether title verification (in case of mortgages) in respect of immovable

properties carried out by advocate and his opinion on the title, marketability and enforceability kept on record. (any adverse observation in the report as well as actions initiated should be listed here)

- vii. Whether valuation reports wherever stipulated have been obtained and kept on record. Is the valuation as revealed in this report is in line with the value taken at the time of sanction.'
- viii. Whether certificate from a Chartered Accountant of borrower, regarding the borrower's contribution (wherever stipulated) obtained and kept on record.
- ix. Whether satisfactory arrangements have been made for adequate insurance cover for the securities charged covering the stipulated risks (wherever stipulated)
- x. Whether pre-disbursement field visit, if required, has been undertaken and report has been kept on record.
- xi. Any adverse observations in the field visit report and comments on remedial/ corrective measures for the same.
- xii. Whether all necessary/ stipulated pre-disbursement conditions satisfied/ fulfilled, and O-i-C Certificate has been forwarded to HO.

#### **D. Fisheries and Aquaculture Infrastructure Development Fund (FIDF)**

State Governments and Union territories are eligible for loans under FIDF. Following parameters need to be ensured while allowing the first drawal under FIDF. (BID HO circular no.18/BID-01/2020 dated 16 January 2020).

- i. Whether the drawal application is received from the Finance department of the State Government duly signed by authorized official of Finance dept
- ii. Whether RBI mandate has been executed before disbursement
- iii. Whether the sanction letter and terms and conditions were accepted by the State Government
- iv. Whether all the pre-disbursement terms and conditions were complied with
- v. Whether the drawal is within the borrowing limit fixed under Article 293(3) of the Constitution
- vi. Whether release of the loan was approved by the delegated authority
- vii. Whether the repayment period is fixed as per the terms and conditions of the sanction letter and maximum repayment period is 12 years
- viii. Whether the ROI fixed is as prescribed in the guidelines and Tripartite MoA of GoI
- ix. Whether the entries are made in CLMAS correctly
- x. In case drawal is less than ₹ 500 crore, whether approval of BID CGM taken for relaxing lot size requirement

#### **E. Rural Infrastructure Assistance to State Governments (RIAS)**

- i. Whether the activity proposed in the project/ programme is an eligible activity under RIAS?
- ii. Whether the loan has been sanctioned by the competent authority?

- iii. Whether the mandate under RIAS has been registered by the State Government with the RBI?
- iv. Whether the sanction terms and conditions of the project have been fulfilled, and disbursement has been made after fulfilment of pre-disbursement conditions?
- v. Whether the drawal scrutiny-note is as per HO format, indicating all necessary sanctioned details?
- vi. Whether the disbursement was approved by the competent authority as per extant policy/ SOP?
- vii. Whether penalty has been calculated correctly as per terms and conditions of the sanction, in case of delayed payment of principal and/ or interest.

#### **4. Government Schemes Department (GSD)**

GSD acts as a subsidy channelizing agency for various Govt. of India schemes and Interest Subvention Scheme, Kisan Credit Scheme (KCC).

##### **A. Subsidy Schemes**

- i. Whether release of subsidy of Rs. 10,000/- and above has been subjected to pre audit.
- ii. Whether sanction of subsidy is done by appropriate authority to whom the power has been delegated, and it is duly recommended by Project Sanctioning Committee constituted as per the HO instructions.
- iii. Whether Advance subsidy claim in respect of Agricultural Marketing Infrastructure scheme (AMI) is duly processed in ENSURE portal and all necessary documents and terms and conditions have been adhered to.
- iv. Whether the claim is submitted by controlling office of the bank with necessary certification.
- v. Whether Joint Monitoring Inspection (JMI) report recommending release of final subsidy has been received.
- vi. Whether all the observations of JMI have been complied with and certified to this effect by the concerned branch along with the final claim of subsidy is submitted.

##### **B. Interest Subvention Scheme**

While recommending claims of interest subvention, Concurrent Auditor may examine following aspects:

- i. Whether Interest Subvention is extended for only crop loan / working capital loans for AH/Fisheries component of KCC.
- ii. Whether loan availed under KCC in respect of post-harvest/ consumption, maintenance of farm equipment, Term loan investment etc. are covered under the claim which are not eligible.
- iii. Whether Interest Subvention @ 2% for Small and Marginal farmers is extended for

- iv. loan availed against warehouse receipts through KCC for the period of six month only. Whether banks have submitted season-wise claims i.e. separate claim for Kharif and Rabi as per the annexure III A and IIIB as per the HO circular along with a certificate of Statutory Auditor.
- v. Whether the claims are delayed on account of statutory audit - banks are allowed to submit the claims with certificate of Chartered Accountant.
- vi. Whether interest subvention is made available for the interest amount of loan from the date of disbursement and actual date of repayment fixed by the bank.
- vii. Whether prompt disbursement / release of settled amount to claimant banks has been done after confirmation received from HO.
- viii. Whether interest subvention claim is sanctioned to SCARDB towards crop loan disbursed by them (GoI has disallowed such claims).

## **5. Corporate Planning Department (CPD)**

The Corporate Planning Department (CPD) of NABARD undertakes the key responsibility of integrating various functional departments of the organization. It is the window through which NABARD interfaces with the Government of India on policy related matters and with various international bodies for funding of developmental projects.

Concurrent auditors may examine the following items of work being attended to by the department:

- A. Expenditure related to State Credit Seminar
- B. Expenditure related to printing and distribution of potential linked credit plans and other publications
- C. Expenditure related to Bi-monthly structured meetings of DDMs
- D. DDM monthly expenses booked / claimed outside HRMS.

Following aspects should be available in all the expenditure cases.

- i. Whether the original claim and supporting documents are enclosed with the sanction note.
- ii. Whether the claim received from the vender / agency was inwarded in the claim Inward Register and cross reference number was recorded on the original claim of the bank.
- iii. Whether claims were settled in a reasonable time. It may be ascertained form the date of receipt and date of release of the grant.
- iv. Whether the budget aspects (total budget, expenditure already incurred, available budget after the present claim) are recorded on the scrutiny note.
- v. Whether the head of account to be debited is recorded in the scrutiny note. Whether expenditure is booked in the same head of account.
- vi. Whether the current account details, wherein the amount is to be remitted, is indicated in the scrutiny note.
- vii. Whether the delegation of power is indicated & release is made accordingly.

## 6. Department Microfinance and Financial Inclusion (DMFI)

MCID deals with various projects like SHG Bank Linkage Programme, JLG Programme, Training & Capacity Building of various stakeholders, WSHGs programme of Govt of India for backward & left wing affected districts in the country, Publication of Handbook on SHG Bank Linkage Programme in India, digitization of SHG data (E-Shakti) in selected 250 districts, etc. The CAC needs to check the following at the time of releases:

### A. Release of Grant- Pilots/Projects

- i. Whether the request for release is received by giving relevant details.
- ii. Whether the scrutiny of request for release application is as per of the Terms and conditions of sanction and preparation of Release Note is in order.
- iii. Whether the sanction of release is as per the delegation and is by the competent authority.
- iv. Whether the release schedule drawn out, is as per the sanctioned terms.
- v. Whether the bank details of the beneficiary are correct based on the request of the client/beneficiary **and is in conformity with the KYC details.**

### B. Release of expenditure incurred for Training/ Studies/ others

- i. Whether the expenditure has been approved by competent authority and is incurred within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the request of release of grant is as per sanction letter.
- iii. Whether the expenditure, approved by the competent authority, is as per delegation of power under a particular Fund.
- iv. Whether the GST/ IT/ bank account details of the Implementing Agency are correct and is as per the request of the client.

## 7. Farm Sector Development Department (FSDD)

The Farm Sector Development Department (FSDD) was created out of NABARD's erstwhile Development Policy Department - Farm Sector. Following in-house and outside agencies funds are managed by FSDD and under these funds grant based activities are supported:

### A. In-house funds

- Watershed Development Fund
- Tribal Development Fund
- Farm Sector Promotion Fund

- Producer Organization Development Fund (PODF)
- PODF-ID
- Climate Change Fund

## **B. Outside agency funds**

- Adaptation Fund
- Green Climate Fund
- National Adaptation Fund for Climate Change
- PRODUCE Fund
- CSS on promotion and formation of 10000 FPOs

Concurrent auditors may check the following aspects during the course of audit relating to various activities:

- i. **Delegation of powers:** Whether the financial sanction to the project and releases is accorded by competent authority as per delegation of powers under respective fund.
- ii. **Pre-audit:** Release of any grant/subsidy assistance above ₹10000/- is subject to pre-audit.
- iii. **Accounting entries:** Whether the grant released is booked under proper head of account as per existing instructions of FSDD/AD, HO.
- iv. Concurrent Auditors are required to check specific terms and conditions as per sanction letters and relevant guidelines of various projects before release.

## **8. Rural MSME Department (RMSMED)**

To improve the impact of NABARD assistance to rural non-farm sector, the GVN policy has been prepared by the bank for promotion of handlooms, handicrafts and other rural crafts and other allied economic activities in rural areas with a view to promoting integrated rural development and securing prosperity of rural areas. The Operational guidelines of GVN were issued vide circular No. 153/OFDD-03/2017 dated 23 June 2017. OFDD provides grant assistance to channel partners for promotional programmes under Gramya Vikas Nidhi (GVN). Concurrent auditors may examine the following aspects while auditing the expenditure under GVN.

Concurrent auditors may examine the following aspects during audit:

- i. Whether entries for sanction of proposal are being made in CLMAS immediately after sanction of proposal or same is being made with considerable delay or at time of release of instalment.
- ii. Whether claim and supporting documents are uploaded in ECM.
- iii. Whether the claim has been processed through workflow in CLMAS.
- iv. Whether the supporting documents are complete and enclosed with the claim.
- v. Whether appropriate Head of Account is recorded in the scrutiny note, and expenditure is booked in the same head of account.

- vi. Whether budget aspects, (total budget, expenditure already incurred, available budget after the present claim) are recorded in the scrutiny note.
- vii. Whether Delegation of power is indicated and release is made accordingly.
- viii. Whether the KYC of the agency is complete and bank account details, IFS Code wherein the amount is to be remitted through RTGS / NEFT is indicated in the scrutiny note.
- ix. Project-wise terms and conditions needs to be followed while releasing the instalments.
- x. Whether delegation of powers is being followed as per the latest policy circular issued by RMD regarding delegation of powers for the respective fund.

## **9. Department of Economic Analysis and Research (DEAR)**

The grant is released under Research and Development Fund for Projects/ Studies, Seminars, Occasional Papers, Chair Unit, Training and Others i.e., ODI, Summer Internship Scheme, Committee, Outsourcing, Publication/ Monograph etc.

While undertaking the voucher audit following aspects may be examined.

- i. Whether the bills/invoices/utilisation certificate supporting the expenditure are in order.
- ii. Whether claim received from the bank/ agency was inwarded in the claim Inward Register and cross reference number was recorded on the original claim of the bank.
- iii. Whether claims were settled in a reasonable time. It may be ascertained from the date of receipt and date of release of the grant.
- iv. Whether budget aspects (total budget, expenditure already incurred, available budget after the present claim) are recorded in the scrutiny note.
- v. Whether head of account to be debited is recorded in the scrutiny note. Expenditure is booked in the same head of account.
- vi. Whether account details of the bank wherein the amount is to be remitted is indicated in the scrutiny note.
- vii. Whether the bank details of the agency are correct and are as per the request of the client.
- viii. Whether delegation of power is indicated and release is made accordingly.
- ix. Whether TDS, GST and GST-TDS have been deducted, wherever applicable.
- x. Whether agency has accepted all the terms and conditions of sanction by signing on the duplicate copy of the sanction letter or by executing an agreement on non-judicial stamp paper as required.
- xi. Whether KYC documents have been obtained as per ID circular.
- xii. Specific instructions / terms and conditions indicated in the sanction letter for various schemes like conduct of seminar, Student Internship Scheme, Grameen Chintan Scheme, conduct of studies, NABARD Chair Unit, etc. may be followed at the time of release.

## **LIBRARY**

NABARD Expenditure Rules No.62, 63 and 64 prescribe that the expenditure will be sanctioned by OICs of ROs/TEs for purchase of books in libraries attached to ROs/TEs; by Rajbhasha Prabhag HO for Hindi books at HO as well as ROs/TEs.

### **Check List for Library**

- i. Whether Books purchased are within the budget allotted.
- ii. Whether the expenditure is sanctioned / approved by the competent authority.
- iii. Whether minimum 50% budget is utilized for Hindi books, wherever applicable, and it is recorded in the release note.
- iv. Whether books are entered in Accession Register and it is accordingly certified in the release note.
- v. Whether yearly verification of library books is undertaken and certificate made available to CAC.
- vi. The Central Library procures books, magazines, and journals based on recommendations received from various Head Office Departments, the Chairman, DMDs, CGM DEAR, and other Senior Executives.
- vii. As per the NER 2023, amended on 27 May 2025, proposal for the purchase of books for office / departmental libraries may be approved by the CGM/OIC of the Regional Office (RO) or the CGM/OIC of the concerned Head Office department to which the library is attached. This should be done in accordance with the instructions issued by the CGM In-charge of the Central Library, Head Office.

## **10. Institutional Development Department (IDD)**

As part of its Institutional Development (ID) initiatives, NABARD supports the following institutions:

- A. Rural Credit Cooperatives
- B. State Cooperative Banks (StCBs)
- C. Central Cooperative Banks (CCBs)
- D. Primary Agricultural Credit Societies (PACS)
- E. State Cooperative Agriculture and Rural Development Banks (SCARDBs)
- F. Primary Cooperative Agriculture and Rural Development Banks (PCARDBs)

The sanctions and releases are usually made at the Regional Office as per the delegated powers. However, a few high value payments are made at HO. CAC to check whether such payments are made as per the terms and conditions governing the same. Illustrative aspects to be checked are given below for some of the items of expenditure usually incurred in Institutional Development Department (IDD):

- i. Whether the expenditure incurred is within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.

- ii. Whether the bills/invoices/other documents supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the extant RMD guidelines on DoP/ NABARD Expenditure Rules.
- v. Whether the bank details of the beneficiary are correct and matches as per the request of the ROs, TEs or beneficiary (any other agency).
- vi. Whether the specific instructions / terms and conditions indicated in the sanction letter/ operational guidelines of the respective program/scheme have been followed at the time of release.

### **11. Department of Supervision (DOS)**

The major items of payments are attended at HO. However, a few items can also be attended at RO level, on need basis. Before release of any payment, the CAC should check whether the sanction, releases are as per the eligibility, terms and conditions, guidelines, prescribed by HO/ROs. Illustrative aspects to be checked are given below for some of the items of expenditure usually incurred in Department of Supervision:

- i. Whether the expenditure incurred is within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the bills/invoices/other documents supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD.
- v. Whether the bank details of the beneficiary are correct and is as per the request of the ROs, TEs.
- vi. Whether the Pre audit/ Post Audit is done before/after the disbursement.
- vii. Whether the specific instructions / terms and conditions indicated in the sanction letter of the respective programme / item have been followed at the time of release.

### **12. Finance Department (FD)**

Since the inception of NABARD, the Finance and Accounts Department (FAD) had been undertaking the management and accounting of resources of the bank. Subsequently, the department was divided into two independent departments, namely, Finance Department and Accounts Department. The objective behind the segregation was to cater to the enhanced and specialized needs of funds management and accounting.

### **A. Centralised Payment Vertical:**

Centralised Payments and Receipt Vertical (CPR Vertical) was constituted vide HRMD Office Order No.63/2019-20 dated 16 May 2019. The Centralised Payment Vertical (CPV) was subsequently subsumed into Finance Department and Centralised Receipt Vertical (CRV) started functioning under Accounts Department.

With the introduction of CPV, a major portion of work at FAD RO level has been taken over like regular funds indents, various payments to Governments/Client Institutions, receipt of repayments in RO accounts and onward remittance of the same to HO account, voucher accounting, etc.

#### **Checklist for CAC:**

- Late Receipt of Inflows:
  - ✓ Instances where substantial amount of repayments are received after 3.00 pm i.e., trading hours, resulting in loss of income for NABARD as funds cannot be deployed and remain idle in our account
  - ✓ ROs to be sensitized to follow up with the respective clients for timely receipt of repayment in Head Office account.
- BRS in respect of all bank accounts maintained in the department
- Balances in RACST (RBI Current account) statement of CLMAS: Credit balances to be avoided
- CASA for Settlement:
  - ✓ Monitor transactions routed through the intermediary account, ie., CASA for Settlement
  - ✓ Frequency of such out of system payments done through CASA
  - ✓ Whether the credit entry was initiated by the concerned RO/TE/HOD before the amount was debited by FD, HO
- Out of system payments
  - ✓ Reason for such out of system payment
- Sundry Creditors - RTGS and NEFT Return
  - ✓ Time lag between payments returned and final payment after reinitiation
  - ✓ Reason for return - Account closure, Inactive account, KYC not updated, incorrect account details, erroneous Entry in account number / IFSC code at the 'Maker' level.
  - ✓ Ageing analysis
- Accounting and authorization of payment entries
  - ✓ To check whether all transactions pertaining to the day have been accounted for
  - ✓ Whether all transactions accounted were authorized for the respective modules

**B. Retail Vertical:**

Retail PSL Deposit (RIDF, STCRC, STRRB, LTRCF, WIF, FPF, ~~SLF~~)

**I. Mobilization of Deposits:** Mobilization of funds for the various PS Funds i.e. RIDF, STCRC, STRRB, WIF, FPF, LTRCF is made based on indent received from department viz DOR, SPD, DSM. Deposit demand letters are issued to participating banks by giving notice period. In case of STCRC, STRRB and LTRCF, subsequent mobilizations are made when 75% of the funds mobilized under the previous draws are utilized.

**II. Repayment of Deposits:**

Repayment calendar for PS Deposits is prepared for the entire FY at the beginning of year only using the due date diary. Accordingly, approval for repayments to be made during the following month is taken during the last week of the current month using the due date diary.

**III. Quarterly Interest Payment and Balance Confirmation Statement:**

Interest is paid quarterly for LTRC, RIDF, WIF, FPF. For STCRC and STRRB/ the interest is paid half yearly, i.e. March and September. Approval for the quarterly interest amount and balance confirmation is taken usually in the last week of the closing quarter and the letters are sent to the banks after getting the required approval. The interest is usually paid on the first day of the succeeding quarter.

**IV. Special Liquidity Fund (SLF)**

On consideration of liquidity problems being faced by the agricultural and rural sector, RBI has provided the NABARD a Special Liquidity Facility-2 (SLF-2) of ₹25,000 crore (Rupees twenty-five thousand crore only). Repayment of SLF-2 along with interest accrued is done by vertical.

**C. Bonds Section (CGB, RB, BNB, Tax Free Bonds)**

Bonds vertical deals with redemption/ balance reconciliation in terms of BNB, CGB, NRB, Term Deposit and also with annual interest payment of Tax-Free Bonds.

There is unclaimed portion of matured bonds in respect of CGB, NRB, Term Deposit still outstanding along with unclaimed interest on application money in case of BNB. The amount remains unclaimed due to reasons like warrants not presented by the investor or due to income tax/ court orders for stop payments.

Vertical processes reissue cases of unclaimed amount for BNB, NRB, Term Deposit and interest on application money for BNB.

**Checklist for CAC:**

(I) Retail PSL Deposit (RIDF, STCRC, STRRB, LTRCF, WIF, FPF, SLF)

1. Repayment of Deposit: Repayment cases under PSL funds (STCRC, STRRB, LTRCF, WIF, FPF) are pre-audited by CAC before release of Funds.
2. Interest calculation for broken period in case of last installment being released is also pre-audited.
3. Quarterly interest payment made to participating banks under PSL funds are submitted for pre-audit to CAC.

4. Balance Confirmation Letters issued to participating banks confirming outstanding balances under PSL funds are also submitted to CAC.
5. Interest differential calculations (being submitted along with quarterly interest working) and also amount transferred to various funds based on advice received from RBI at the year end are submitted to CAC.
6. Due Date Diary along with CR7 (Interest accrued) and CR8 (Interest Differential) is submitted to CAC.
7. Quarterly closing statements/ Annual closing statements prepared for PSL are audited by CAC.

#### (II) Bonds Section (CGB, RB, BNB, Tax Free Bonds)

1. BRS Balance Reconciliation: For redemption purpose, FD Retail is maintaining 03 accounts with HDFC and 01 accounts with Axis Bank. Reconciliation of the same vis-à-vis bank book is submitted for pre-audit to CAC on monthly basis along with statements of bank accounts received.
2. Balance Confirmation: Statements showing unpaid balances under BNB is received from RTA M/s UTIITSL and same in respect of Tax-Free Bonds is received from RTA M/s Link Intime India Pvt Ltd, on monthly basis. Vertical is making payment to unpaid/ unclaimed investors of BNB based on weekly issue registers being received from RTA M/s UTIITSL. At every month, Balances as maintained with RTA are tallied with our records maintained in CLMAS and NABRAJKOSH. The same is submitted for pre-audit to CAC.
3. Annual interest payment made under Tax Free Bonds: Tax Free bonds issued in 2016 for a period of 10/15 years. Annual interest is paid every year on 23<sup>rd</sup> March based on BENPOS Registers received from RTA M/s Link Intime India Pvt Ltd. Calculations of yearly interest along with register received from RTA is submitted for pre-audit before release to CAC.
4. Quarterly closing statement/Annual closing statement: Statements prepared for quarterly as well as Annual closing including aging analysis / instruments wise outstanding of unpaid interest/ principal/ interest on application money are submitted for pre-audit to CAC.

#### D. Borrowing Back Office

- Pre-audit for Principal and interest amount above ₹ 1.00 lakh
  - i. Bonds (all bonds) – both mobilization and redemption
    - a. a. Stamp duty sanction note, b. To examine the accuracy of interest/principal payment to bondholders, c. TDS applicability, if any, d. Beneficiary position as on record date, e. Provision and accounting the transactions
  - ii. CP –
    - a. Sanction note, b. Provision and accounting the transactions. c. To examine the accuracy of discount cost /principal (FV) payment
  - iii. CD –
    - a. Sanction note, b. Stamp duty payment note, c. Certificate issued by IPA to investors

- iv. Term loans from Banks - at the time of making payment
  - a. Bank Sanction Note, b. Drawal note, c. Payment sanction Note, d. Bank mail confirmation, e. Interest rate, f. Date of reset, g. Accuracy of principal/interest payment on due date
- v. Foreign currency borrowings (from international organizations) – at the time of making payment
- vi. Demand letter from funding agency, b. payment sanction note, c., Calculation sheet of Interest, Hedge cost, Commitment charges, Guarantee fee, Swap charges etc.
  - d. Hedging agreement, e. Mail confirmation towards amount payable to concerned banks
- vii. TMBs (both mobilization and repayment)
  - a. TMB sanction note, b. Cross checking with RMU system data, c. Payment sanction note, d. Interest accrual, accuracy, accounting entries, etc.
- Post-audit for all payments towards service charges, reimbursement etc. for amounts less than ₹ 1.00 lakh payable to depositories, banks, RTA, CAs, Stock Exchanges, IPA, etc.
  - a. Payment sanction note, b. Invoice, c. Terms and conditions of contract/agreement
- Following compliances are sent to CAC depending upon periodicity of returns i.e. fortnightly/monthly/quarterly basis:
  - i. Fortnightly return to RBI for short term resource mobilization.
  - ii. Monthly return on resource mobilization to RBI
  - iii. Monthly return on External Commercial Borrowings. (ECB2)
  - iv. Quarterly return on Guarantee Fee (GFR25) on foreign currency borrowings.
  - v. Monthly return to CPD for foreign currency borrowings.
  - vi. Intimation to stock exchanges as and when interest and principal payment towards bond/CP is made.
  - vii. Monthly No Default Certificate to rating agencies.
  - viii. Issue documents for any new issue of Bond/CP/CD etc.
  - ix. Interest provision calculations pertaining to borrowings
    - x. Provision to be made on quarterly basis (Ex. Foreign currency borrowings)
    - xi. As and when payment is made (Ex. Term loan)
  - xii. Monthly rechecking of daily interest provision accounted for Bonds/CPs/CDs/TMBs.
  - xiii. Bank Reconciliation Statements of SBI
  - xiv. External Commercial Borrowings (ECB3) Returns at the time of payment

## **E. Treasury**

The areas proposed to be covered under Concurrent Audit are listed below:

### **1. Treasury Front Office Operations**

- Compliance to Investment Policy, Derivatives Risk Management Policy, RBI / SEBI guidelines.
- Work Process of Front Office, Mid Office and Back Office and adherence to good practices.
- All items of work attended by Front Office related to Finance Department
- All derivative transactions, compliance with internal processes and compliance with Derivatives Risk Management Policy for Front Office Operations.
- Compliance with all policies including Investment Policy and guidelines of RBI and SEBI on front office related work of institutional borrowings
- Coverage of investment transactions for compliance as per investment policy, approved processes
- Accuracy in preparation of deal slips
- Weekly report on the Front Office transactions should be submitted for being placed before the Investment Committee
- Verification of voice call logs for voice market deals with respect to CPs, CDs, NCDs, GSec, SDLs and T-Bills.
- Verification of voice call logs for derivatives transactions.

### **2. Treasury Mid Office Operations**

- Verification of NABARD's investments at periodical interval
- Risk monitoring– Portfolio, quantitative limits as per Investment policy, etc.
- Weekly report on risk parameters should be submitted for being placed before Investment Committee.

### **3. Treasury Back-office Operations**

- Verification of calculation of interest on investments made and accounting Thereof-Treasury
- Verification of calculations of interest on borrowings outstanding.
- Monthly reconciliation of balances under G-securities
- Non-authentication of the deal slips by the BackOffice
- Submission of monthly reconciliation of Govt. securities, passing of vouchers related to valuation loss
- Shifting of securities between categories etc., (viz. To and from HTM, AFS to HFT, HFT to AFS)
- Delay in obtaining counter party information
- Verification of reporting of voice market transactions to various reporting platforms within stipulated time.
- Checking of monthly income and yield statement.
- Price Scan- Instrument wise.
- Submission of periodic returns to RBI on investment operations and borrowing operations.
- Reporting of Borrowing transactions to CIBIL.

- Accuracy and timeliness of MIS.

#### **4. Treasury Back Office**

- Processing, Checking, accounting, settlement and reconciliation of all Deals/Transactions.
- Daily Reconciliation of individual Security Balances maintained at various application namely NDS-OM, CROMS, and TREPS, CCIL, RBI (IDL) and earmarked securities with the actual balances in books along with the balances with RBI SGL. This will be governed by the Standard Operating Procedure (SOP) approved by the Investment Committee.
- Preparation and submission of all Management Information System (MIS) and other returns and statements to the Management and Regulatory Authorities.
- Preparation of monthly notes, Reports on Investment Valuations.
- Compliance with regulatory guidelines and control of the various operations, systems.

#### **5. Treasury and Borrowings Front office**

- Assessment of requirement of funds and availability of surplus for investment(s)
- Rating of Instrument at the time of investment which shall be vetted and approved by RMD.
- Placing proposals before Investment Committee
- Raising resources through eligible instruments after taking approval of RRC.
- Making investments including trading in eligible securities
- Managing and monitoring adherence to limits
- Ensuring compliance to guidelines contained in Investment Policy
- Reports on Cash flow, trades during the day, dealer wise profit & loss, prudential / regulatory limit adherence
- Report on investment and borrowing activities during the fortnight
- Report on maintenance of call records of transactions and access control to dealing room
- Summary of Deal Slips cancelled/modified
- Review of Various electronic trading facilities viz. Bloomberg, Reuters etc.
- Summary of deals done through Brokers
- Daily verification of transactions of Treasury Front office
- Surprise verification of the adherence to the SOP relating to daily verification of trading balances
- Surprise verification of STD reconciliation

#### **6. Surprise Verification of Dealing Room Transactions**

- i. Verification of Deal Slips.
- ii. Verification of voice call logs for voice market deals with respect to CP's, CD's,

- NCD's, GSec, SDL's and T-Bills.
- iii. Verification of voice call logs for derivatives transactions.
- iv. Verification of Rejection reports from TALMS system.
- v. Access control system of dealing room.
- vi. Intraday and overnight exposure limits as per the limit fixed in the Investment Policy.
- vii. Reporting of OTC deals in "F-TRAC" (Financial Market Trade Reporting and confirmation platform) of CCIL.
- viii. Investment held under HFT category were sold within the mandated 90 days as per RBI master circular.
- ix. Verification of daily transaction report.
- x. Verification of deals done through Empanelled Brokers.
- xi. Rotation of dealers as per the policy.
- xii. Monitoring of Exposure Limit.

## **7. Surprise Verification of Derivatives Transactions**

- Verification of Derivatives transactions
- Verification of voice call logs for derivatives transactions.
- Derivatives Policy updation / approval

## **13. Accounts Department (AD)**

The Accounts Department of NABARD became operational in 2008, following the reorganisation of the erstwhile Funds and Accounts Department (FAD), which had been managing the accounts related work for NABARD since 1982.

The Accounts Department at HO is attending following work:

### **I. Tax – Monthly Payment of Taxes**

### **II. Filing of Tax returns in time**

- ✓ e-TDS
- ✓ GST
- ✓ GST – ITDS
- ✓ Monthly/Quarterly returns, Verification etc.

### **III. Intermediaries Accounts - Status of outstanding position and amount - Age wise classification/ status of entries in Sundry Creditors – Receipts Vertical**

CAC needs to check the following:

### **I. Budget – Revenue and Capital Expenditure**

- i. Whether budget has been prepared covering category-wise expected levels of administrative expenses, based on information from respective departments / sources.
- ii. Whether the assumptions in respect of budget are documented in all detail.

- iii. Whether actual expenditure vis-à-vis provisions as per the budget are reviewed and monitored at prescribed intervals.
- iv. Violation of budget norms, if any, and corrective action taken thereon.
- v. Whether quarterly review of budget vis-à-vis expenditure is prepared.

## **II. Maintenance / Closing of Account**

- i. Checking of Vouchers - 100 percent checking of all Vouchers.
- ii. Verification of Balance Confirmation Statements.
- iii. Checking of NPA classification and calculation of NPA provisioning (Quarterly).
- iv. Checking of all returns sent to different agencies.

## **14. Human Resources Management Department (HRMD)**

After the implementation of HRMS w.e.f. 01 April 2012 all the sanction and disbursement/reimbursement of staff payments/loans are centralised at HRMD, HO. CAC at HO needs to check all the claims of employees settled in Empower on a monthly basis. The CAC needs to check the following:

- i. Verification of all expenses incurred through HRMS as per the extant guidelines issued by HRMD-PPD for various facilities from time to time.
- ii. Cent percent audit of all vouchers for ensuring compliance with the provisions of Applicable Administrative Expenses (AES) Manual and NABARD Expenditure Rules.
- iii. Verification of all books of accounts as per AES Manual, Pre-audit of all third-party payments as per guidelines.
- iv. 100% verification of TDS and GST payments and timely remittance of TDS/GST to the tax authorities.
- v. Reconciliation of Accounts with other banks.
- vi. Vetting of provisions Vouchers /Statements at the time of closing of Books of Accounts and also quarterly provisions.
- vii. Booking of transaction in proper heads of account.

### **Scrutiny of all types of bills for ensuring**

- i. Booking to proper head of account
- ii. Proper sanction of expenditure as per delegated power
- iii. Certification of proper receipt of goods and services

### **Leave & Increments**

- i. Checking sanction of increments & pay fixation.
- ii. Checking of employee wise pay details.

### **Training**

- i. Checking of expenditure incurred on Incentive Scheme for Professional Studies

- ii. Checking of expenditure incurred on training programmes
- iii. Checking of expenditure incurred on other training programmes approved by HO.

### **Audit of payment of salaries**

- i. Checking of calculation of salary
- ii. Checking of calculation of overtime
- iii. Checking of sanction of various advances to staff
- iv. Checking of interest calculation
- v. Recovery of instalments of various advances
- vi. Reconciliation of employee-wise outstanding under various advances with Loan ledgers
- vii. Audit of PF monthly remittance
- viii. Audit of PF monthly reconciliation
- ix. Audit of half yearly interest calculation
- x. Audit of Annual interest payout calculation
- xi. Audit of NPS monthly remittance
- xii. Checking of payment of arrears of salary / pension upon wage revision of employees like work relating to fixation of salary, calculation and payment, Work relating payment of wage arrears to present and retired staff, work relating payment of Gratuity, leave encashment etc., as and when revision takes place and all other payments to retired staff including fixation of pension and updation of pension & arrears as per instructions issued by Government of India & Reserve Bank of India from time to time.

### ***Pension Cell***

- i. Correct compliance with the instructions given in “Memorandum of Instructions on NABARD Pension Regulation, 1993”and subsequent amendments
- ii. Maintenance of Registers
- iii. Calculation of Average Monthly Emoluments (AME) / Pension
- iv. Delay in sanctioning/ communicating/ payment of pension/ family pension
- v. Delay in responding to Credit/ Debit Advice raised by ROs
- vi. Redressal of grievances of pensioners/ family pensioners
- vii. Pre-audit of all superannuation payments

### **Sanction & Release of Housing Loan**

- i. Checking of sanction as per the extant guideline issued by HRMD-PPD for Housing Loan Scheme
- ii. Checking of release of instalments
- iii. Checking of documents
- iv. Checking of calculation of interest
- v. Checking of interest on annual basis

- vi. Reconciliation of Individual Recovery Sheet with General Ledger on a yearly basis

### **Dispensary**

- i. Checking of system followed for purchase of medicines
- ii. Checking up of system followed for settlement of bills
- iii. Ensuring surprise verification of stock

### **Liveries**

- i. Procedure followed for supply of liveries to staff members as per the guidelines issued by HRMD-PPD from time to time

### **Other Items**

- i. Checking of uploading of data in HRMS
- ii. Checking of short/ excess provisions
- iii. Review of entries under Sundry Advances/ Sundry Creditors Account

## **15. Department of Premises, Security and Procurement (DPSP)**

DPSP is the major service department at all the accounting units. As per its nomenclature, it covers all the activities related to premises (i.e. acquisition and maintenance), procurement of all goods and services required for the office, staff quarters and VOF/VEF. It also covers security and protocol related activities. The CAC needs to check the following:

- i. Know Your Customers (KYC) - KYC as per instructions issued by NABARD from time to time is to be obtained from the Vendors, Suppliers and Contractors. etc.
- ii. Pre-audit - Release of administrative expenditure to the third-party involving transaction of ₹50000/- & above at RO/TE and ₹100000/- at HO is subject to pre-audit by CAC.
- iii. Payment as per minimum wages to Contract Staff involving labour service ((Ref: DPSP, HO Cir No.111 dated 23 May 2022) - CAC to ensure that while making payments to contract labourers under AMCs, the instructions contained in DPSP, HO Cir No.111 dated 23 May 2022 are complied with.
- iv. Payment to Landlords in respect of leased premises - CAC to ensure that IT TDS is deducted as per prevailing instructions of CBDT while making payment of lease rent to landlords.
- v. Release of Earnest Money Deposit/Retention Money Deposit/Standing Security Deposit - CAC to ensure that the Debit Entry for release of EMD/RMD/SSD to the vendor/contractor is made against the concerned Entry and transaction number of original credit entry in FAMS.
- vi. Half Yearly verification of Dead Stock Articles/Stationery, Quarterly verification of Crockery & Cutlery, Physical verification and Monetary reconciliation of Dead Stock Article – CAC to ensure Whether

HY/Quarterly verification of Dead Stock Articles/Stationery & Quarterly verification of Crockery & Cutlery is carried out and reports are submitted to CAC, RO/HO.

- vii. Physical verification and Monetary reconciliation of Dead Stock Article is carried out annually as on 31 March and certificate sent to Head Office.

The CAC to check various items whenever claims for following verticals are received for payment:

**I] Dead Stock - Purchases Check List:**

- i. Whether the bills for purchase of assets are paid after proper evidence/certification to their physical supply in good condition e.g. “All the goods have been received as per the order in good condition”.
- ii. Whether the sanction note for payment towards dead stock articles is enclosed to the voucher, bears a reference to the Inventory No. allotted to article and in the Inventory Register and the location of the goods. Whether bar code is affixed on the item.
- iii. The scrutiny note has a mention of warranty / guarantee extended by the supplier, EMD & ISD clauses applicable as per Request for Proposal, etc.
- iv. Whether the sanction of expenditure is as per delegated powers. (NB Expenditure Rules, 2023)
- v. The expenditure may be booked under proper head of account as indicated in NABARD Expenditure Rules 2023.
- vi. Whether sufficient budget is available covering the sanction.
- vii. Whether the case has been pre-audited by CAC before voucher is passed for payment wherever applicable.
- viii. Annual verification of Dead Stock articles has been undertaken along with monetary reconciliation.

**II) Disposal of dead stock items**

- I. Whether the items to be disposed have been certified as unserviceable and beyond economic repairs by the concerned department.
- II. Whether prior approval of the Competent Authority for disposal / writing off the asset has been obtained.
- III. Whether the articles are disposed off as per laid down instructions / sold through quotation process.

- IV. Whether disposal has been recorded in the Inventory Register in FAMS.
- V. Whether Accounting procedure is followed properly or not.

**III) Stationery – Purchases**

- i. Whether the bills for purchase of stationery are paid only on the basis of proper evidence/certification to their physical supply in good condition e.g. “All the goods have been received as per the order in good condition”.
- ii. The scrutiny note has a mention about EMD amount and its adjustment / refund, wherever applicable.
- iii. Whether the sanction of expenditure is as per delegated powers. (NB Expenditure Rules 2023.
- iv. Stray purchases of stationery articles required urgently or replacement of worn out items and reimbursement of urgent purchases may be approved & sanctioned as per NB Expenditure Rule 2023.
- v. Whether the expenditure is booked under proper head of account as per NABARD Expenditure Rules 2023.
  - vi. Whether IT/GST deduction is made, wherever applicable? Whether tax deducted is paid to the Tax Authority in time.?
- vii. Whether sufficient budget is available covering the sanction.
- viii. Whether expenditure was got pre audited before release wherever applicable

**General**

- i. Whether approved list of suppliers/vendors is prepared/ updated on biannual / need basis.
- ii. Whether Local Purchase Committee has been constituted by the competent authority.
- iii. Whether Procedure prescribed in Dead Stock & Stationery Manual/Manual on Procurement for purchase of items is followed – calling quotation, quotation register, opening of quotation, preservation of samples, signature of committee members on quotation and samples, placing of order, receipt / refund of EMD, RMD etc.
- iv. Whether CVC instructions on tenders have been observed.
- v. Whether Quotation Register is maintained/updated as per relevant para on Procurement.
- vi. Whether Local Purchase Committee Recommendations are available and are signed by all attendee members.

- vii. Whether all items of Dead Stock individually costing ₹1 lakh and more (₹ 10,000 and more for portable electronic items like laptop, mobile phones etc.) have been capitalised in accordance with the Circular No. AD -7/ 212 / 2011-12 dated 31 October 2011 and Circular No. 27/AD-01/2017-18 dated 08 February 2018.
- viii. Items/articles of small value like ladder, footrests, letter trays, wall clocks, Book rests, tube lights, pocket calculators etc., need not be capitalised. Whether these articles of small value (below ₹10,000) are entered in 'FAMS'.
- ix. Whether Inventory Numbers allocated & displayed on dead stock articles through bar coding.
- x. Whether RO is obtaining dead stock certificate from DDMs on yearly basis.
- xi. Whether annual physical verification and monetary reconciliation has been done.
- xii. Whether annual surprise verification of stationery items has been undertaken

#### **IV] Computer Installations – DIT**

- i. For purchase of computers, laptops, printers, etc. similar procedure as Dead Stock is to be followed. However, it has to be ensured that the items purchased are in conformity with IT policy decided by DIT, HO. and in accordance with Guidelines for procurement of IT Hardware / Software issued from time to time.
- ii. In case procurement is with 'Buy back'/ 'exchange' clause, the scrutiny note has a mention that the buy-back items have been given to the supplier and the same are marked off from the inventory register.
- iii. Whether Bank account details are recorded in the release note for correct payment.
- iv. Whether KYC details of the supplier along with bank account details PAN/ GST registration details are recorded in scrutiny note.
- v. Whether the sanction of expenditure is as per delegated powers. vi. Whether sufficient budget is available covering the sanction.

- vi. Whether before passing the voucher for payment the case has been pre-audited by CAC.
- viii. Whether e-waste disposal is done in accordance with prevalent guidelines.

## **V] Printing works**

While auditing the bills for payment to printers CAC may audit/check following aspects:

### **Bill Settlement Check List:**

- i. Whether Bills received from the printers are entered in the Bill Inward Register, cross reference of inward number is made on the bills, and they are settled in reasonable time.
- ii. The certification to the effect that supplies are as per samples is recorded.
- iii. Whether Bank account details, are recorded in the release note for correct payment and deduction of TDS/GST is made at applicable rates.
- iv. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.
- v. Whether before payment the case has been pre-audited by CAC.

### **General**

- i. Whether a list of approved printers is prepared on biannual basis.
- ii. Whether quotations are called for from the approved printers and entered in 'Quotations Register'.
- iii. Other General conditions under 'Dead Stock' head are also applicable.

## **VI] Photocopying:**

Photocopying work is being done in two ways. A] Some ROs have entered into rate contract with the agency and photocopying work is done by keeping record of number of pages. B] In some ROs the Agency keeps their Xerox machines in the Bank and based on the meter readings in respect of number of copies payment is made as per the agreed rate.

- i. Whether Bills received from the agency are entered in the Bill Inward Register, cross reference of inward number is made on the bills and they are settled in reasonable time.

- ii. Scrutiny note contains a certificate to the effect that the bill has been verified for its accuracy and the claims made are found to be correct. The claim is as per the terms of the contract.
- iii. There is a proper system of recording number of copies Xeroxed and steps have been taken to minimise possible slippages.
- iv. Deduction of TDS & GST & GST-TDS, if applicable is made at applicable rates.
- v. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.
- vii. Whether pre-audit of expenditure was got done wherever required.

### **General**

- i. Whether a list of approved agencies is prepared on biannual basis.
- ii. Whether quotations are called for from the approved agencies and entered in 'Quotations Register'.
- iii. Other General conditions under 'Dead Stock' head are also applicable.

### **VII] Lounge and Staff Canteen**

#### **Purchase of Cutlery, Crockery, Utensils etc.**

##### **Check List:**

- i. Whether the bills for purchase of Cutlery, Crockery, Utensils, etc. are paid only on the basis of proper evidence/certification to their physical supply in good condition.
- ii. Whether the scrutiny note for payment towards the articles certifies that they have been handed over to the contractor against proper acknowledgment and have been entered into the inventory of items supplied to the contractor
- iii. Whether Bank account details are recorded in the release note for correct payment and deduction of tax at applicable rates.
- iv. Whether the sanction of expenditure is as per delegated powers. v)  
Whether sufficient budget is available covering the sanction.
- v. Committee approach adopted for purchasing of stray items. In case of bulk purchases quotations are being called.

- vi. Whether pre-audit was got done wherever required.

**VIII] Settlement of monthly bill for supply of Tea/Coffee Check List:**

- i. Whether the rates applied in the bill are as per agreement entered into with the contractor.
- ii. Whether Bank account details are recorded in the release note for correct payment.
- iii. Whether bills are settled in time.
- iv. Whether TDS/GST/GST-TDS deducted wherever applicable.
- v. Whether TDS/GST/GST-TDS is remitted to concerned authority in time and tax certificates is issued to the party.
- vi. Whether the sanction of expenditure is as per delegated powers.
- vii. Whether sufficient budget is available covering the sanction.
- viii. Whether pre-audit was got done wherever required.

**General**

- i. Whether quotations are being called for the purpose and selection of contractor is made after following due process given under dead stock head.
- ii. Whether Agreement is executed with the contractor for running a staff canteen in the office premises. Agreement is signed by both the parties with no blanks left for filling and it is duly stamped.
- iii. Whether periodical Physical verification of equipment/furniture/crockery cutlery provided to the caterer is undertaken.
- iv. Auditor may record their observations on general cleanliness and hygiene standards in the audit register.

**IX] Diesel gen-set**

- i. In some ROs gen-set is purchased and for its day-to-day operations AMC is entered into.
- ii. In other cases, the supplier installs his gen-set and provides backup electricity supply whenever required.
- iii. CAC may go through the terms of contract and examine / audit the aspects as applicable.

### **Purchase of Diesel Check List:**

- i. Whether the bills for purchase of Diesel are paid only on the basis of proper evidence/certification to the effect that physical supply has been received?
- ii. Whether the bill is as per the terms of the contract?
- iii. Whether Scrutiny note for purchase of Diesel indicates the stock of Diesel available and likely consumption? The purchase has to be authorised by the designated person.
- iv. Expenditure is booked under proper head of a/c i.e. Electricity charges a/c – office.
- v. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.

### **General**

- i. Whether Diesel Register is maintained indicating diesel purchases, consumption and balance.
- ii. Whether AMC for maintenance of gen set is entered into with approved and reputed vendor.
  - iii. Whether Fire prevention system in gen set room is available?
  - iv. Whether used oil of Gen-set is disposed off in time and does not get accumulated in Gen-set room.

### **X] Office Car**

If bank car is available at accounting unit, concurrent auditor may examine/ audit the following aspects:

#### **Purchase of Petrol/Diesel & Repairs**

- i. Whether the bill is supported by the requisitions issued by the authorised person from the RO/HO.
- ii. Whether the rate applied is correct.
- iii. Whether prior approval for repair was obtained together with estimates from the service centre.
- iv. Whether Bank account details are recorded in the release note for correct payment.
- v. Whether the bill has been duly certified for satisfactory repairs done.
- vi. Whether the sanction of expenditure is as per delegated powers.
- vii. Whether sufficient budget is available covering the sanction

## **General**

- i. Whether original valid RC books of bank's vehicle is on record and Insurance, PUC, etc. renewal is undertaken on time.
- ii. Whether Log book of car is maintained with proper signatures and purpose of visit & names of officers who have used the vehicle is entered.
- iii. Whether Petrol Register is maintained and average kmpl. being verified.
- iv. Whether Repairs Register is maintained with all the required details? Whether services from authorised or approved Service Station are utilised.
- v. Whether Accessories Register maintained to safeguard the accessories.

## **XI] Annual Maintenance Contracts (AMCs)**

Accounting unit may avail following services for smooth working in the office and residential premises e.g.

1. Security – office as well as residential
2. Cleaning and maintenance of premises
3. Pest controlling
4. Gardening
5. Fire extinguishers
6. Plumbing
7. Carpentry
8. Garbage removal
9. Water supply – mineral water / tankers
10. Courier
11. Newspapers and periodicals
12. BMO
13. Hospitals
14. Annual Health Check-up
15. Druggist and chemist
16. Tea and coffee
17. Snacks and lunch
18. TV channels
19. Photocopying

20. Elevators maintenance
21. Water cooler maintenance
22. Air conditioners
23. Electrical fittings and fixture
24. Computer installation
25. Telephone maintenance
26. Gen set - rental
27. Gen set – own – AMC
28. Water purifier / Aqua guard
29. Summer coolers
30. Hiring of vehicles
31. Internet services
32. Video Conferencing
33. Computer LAN maintenance
34. CCTV Cameras
35. Scanning / X –Ray machines
36. Access Control System
37. Invertors
38. VOF

Concurrent auditor may audit / check following issues in respect of AMC:

- i. AMCs are awarded after following due quotation process. In case of renewal of AMC, it is renewed on the basis of satisfactory services and with the same terms and conditions including rate.
- ii. Whether the bill submitted by the service providers is properly certified by the concerned department to the effect that satisfactory services have been provided for the period covered under the bill.
- iii. The bill conforms to the periodicity as per the terms of the contracts.
- iv. Whether the rates applied are as per the terms of the contract?
- v. Whether AMC Register, as prescribed in the AES Manual, incorporating details like name of the party, area of work, period of AMC, amount

payable, periodicity of payments and PAN details are available at accounting unit?

- vi. In case of non-availability of PAN details, TDS is deducted @ minimum 20% or as per the highest rate as applicable.
- vii. Whether Bank account details are recorded in the release note for correct payment.
- viii. Whether the sanction of expenditure is as per delegated powers? Whether sufficient budget is available covering the sanction?

### **General**

- i. AMCs for all the services are executed/renewed in time, preferably before the commencement of the financial year.
- ii. AMCs are executed for the full financial year from 1 April to 31 March, wherever applicable.
- iii. Machines proposed to be covered under AMC are not under warranty period.
- iv. Whether the record of warranty/guarantee period is available in RO/HO Department.
- v. AMC is executed on the stamp paper of required amount.
- vi. TDS, GST tax, etc. guidelines are adhered to.
- vii. Wherever applicable Minimum Wages are ensured.

### **XII] Insurance of Banks property**

Accounting units have to insure all its buildings, dead stock articles, vehicles and in some cases serving employees also (in NER and disturbed areas). Concurrent auditor may audit / examine the following aspects:

- i. Whether the Insurance expenditure is booked for the concerned year only.
- ii. Whether quotations are called for before selection of Insurance Company.
- iii. Whether expenditure is booked under proper head of accounts i.e. "Insurance a/c – Premises" or "Insurance a/c – Dead Stock Articles"
- iv. Whether expenditure is sanctioned by appropriate authority (as per rule 11.4 of NER 2023 by AGM, DPSP).
- v. Whether there is a gap in the period covered under the policy.

- vi. Whether Bank's building and machinery and other dead stock items, including Electronic Equipments to be insured as per Banks's Policy issued vide IOM No. 3453-3488 dated 25 March 2022, i.e. insurance coverage of Bank's property (Premises) and Dead stock items to be taken on Reinstatement/Replacement value basis .Dead stock items at DDM & cluster offices are also to be insured at Reinstatement/ Replacement value basis.
- vii. Whether timeliness and appropriateness (Tsunami, riots, earthquake, theft etc.) of the policy is adhered to.
- viii. Whether policy period synchronised with financial year.
- ix. Whether policy for office premises, staff quarters & employees, if applicable, is obtained.
- x. Whether insurance policies are kept under proper custody and scan copies are preserved properly for use, in case of need.

### **XIII] Utility Services**

Bank is incurring expenditure towards Electricity Charges, Water Bill, Telephone Bill, Internet Bill, Property Tax, Piped gas, etc. Expenditure under these heads is supported by the Bills raised by the concerned Authorities.

#### **Check List:**

- i. Whether proper record is maintained by the Section to avoid double payment?
- ii. Whether the bills are certified for its validity and correctness from the supervisory officials?
- iii. Whether the bills are paid in time to get the benefit of discount, wherever extended? In case of delay the fact may be recorded in audit observations.
- iv. Whether the bills are sanctioned by the competent authorities (Rule NER 11.2 - by AGM,), expenditure is booked under proper head of accounts {"Rent, Rates, Insurance, Lighting etc. a/c"} and the expenditure is within budget?
- v. Whether deposit paid to the service provider is getting adjusted in monthly bills?
- vi. Whether the telephone bill in respect of phone provided at residence of CGM is paid by RO. (It is reimbursed through HRMS)

#### **XIV] Leased Flats:**

In terms of Rule No 11.1 of NER 2019, OICs of accounting unit are empowered to approve any proposal to take residential accommodation on lease/leave and licence basis in accordance with the instructions/norms prescribed by HRMD, HO.

Committee approach is followed to finalise the accommodation for taking on lease basis. The committee may include OIC, GM / DGM, AGM (Admn.) and a representative of the Officers' Association.

#### **Payment of Lease Rent**

- i. Whether lease rent is paid as per the Lease Agreements to all the landlords on time?
- ii. Whether expenditure is sanctioned by appropriate authority (NER 2023 -11.1) and booked under proper head of account ("Rent, Rates, Insurance etc)
- iii. Lease rent may include only rentals for accommodation and amenities provided therein.
- iv. The Grade-wise ceiling for lease rent to be borne by the Bank is prescribed by HRMD, HO, from time to time
- v. Lease Rent ceiling for DDMs shall be as per the latest provisions of HO guidelines.
- vi. The payment of Interest Free Rent Deposit, in any case, shall not exceed 06 months' rent. This amount shall be adjusted against six months' rent either during first or last six months of the initial period lease period depending on the local practice and willingness of the landlord. (Compendium of Instructions on Allotment of Residential Accommodation)

#### **Brokerage**

Payment of brokerage for acquiring flats on lease should be discouraged normally. If it is, however, to be paid shall be restricted to amount not exceeding one month's rent. In case of sponsored flat, if payment of brokerage is involved, it shall be paid provided the sponsoring officer obtains prior permission of the Bank to engage services of a broker. Such brokerage shall be paid directly to the broker after the same is certified

by the landlord and the officer. (Compendium of Instructions on Allotment of Residential Accommodation)

## **XV] CRDS**

CAC shall have to audit the payments made to Postal Authorities towards Post Bag/Box charges, Franking machine refilling, Speed post charges, etc.

### **Check List:**

- i. Whether Scrutiny note towards payment of post box charges/ courier charges/ speed post charges (in case of credit facility) is supported by a demand letter, acknowledgement receipts, details of letters delivered duly scrutinised and certified by the section as regards its correctness?
- ii. Whether head of account (Postal Charges a/c), sanctioning authority (AGM – Rule 46) for refilling the franking machine, record maintained for daily transactions and balance left in the account may be verified.
- iii. The expenditure towards Speed Post may be verified on the basis of receipts issued by the postal authorities.
- iv. Bills from the Courier agency may be certified by the section for its correctness and the period covered in the bill.
- v. The expenditure has been sanctioned as per the delegated powers and it should be within the budget provided for.
- vi. In case RO is maintaining Petty / Imprest cash monthly surprise verification is being done as prescribed in Chapter 2 for petty cash and Chapter 3 for Imprest Cash of Accounts Manual for Administrative Expenses.

## **XVI] VOF**

### **Check List:**

- i. Whether proper Guest Register is maintained by the contractor pertaining to occupants of the VOF.
- ii. Whether VOF rent is collected as per Circular No. NB. HRMD. PPD / C 11 / VOF Inst/ 2010-11 dated 18 March 2011.
- iii. Whether record of 'Kits' supplied to the occupants is maintained.
- iv. Monthly Bill for the running of VOF is sanctioned by the competent authority. The bill is certified to the effect that satisfactory services have been rendered by the VOF contractor.

## **XVII] SPORTS CLUB**

Recognised Sports/Recreation club is eligible for payment of Annual grant in-aid as per the policy. Presently it is eight times the total collections of annual contribution / subscription received from the members during the previous financial year.

### **Check List:**

- i. CAC may scrutinise the claim received (audited accounts) from the Sports Club based on the Audited accounts submitted by them for the previous year.
- ii. The expenditure has been sanctioned as per the delegated powers and is within the budget provided for.

## **16. Department of Information Technology (DIT)**

DIT HO as well as ROs are required to adhere to the procurement guidelines/manual as well as NABARD Expenditure Rules on matters relating to Procurement. The Bank's Policy covers audit of the bank's IT systems to be conducted by internal as well as external IS Auditors. Following aspects are required to be examined during the course of the Concurrent Audit.

### **A. Purchase of IT assets**

- i. Whether the Desktop, Laptops, Printers, AIOs and other computer peripherals were procured as per the guidelines of DIT, HRMD Procurement Policy and DPSP procurement manual.
- ii. Whether the bills for purchase of assets are paid after proper evidence/certification to their physical supply in good condition e.g. "All the goods have been received as per the order in good condition".
- iii. In case procurement is with 'Buy back' / 'exchange' clause, the scrutiny note has a mention of buyback items that have to be given to the supplier/vendor.
- iv. Whether the sanction note for payment towards dead stock articles is enclosed to the voucher, bears a reference to the Inventory No. allotted to article and in the Inventory Register and the location of the goods.
- v. The scrutiny note has a mention of warranty / guarantee extended by the supplier, EMD & RMD clauses applicable as per Request for Proposal, etc.
- vi. Whether the sanction of expenditure is as per delegated powers. (NABARD Expenditure Rules).
- vii. Whether the expenditure has been booked under proper head of account as indicated in NABARD Expenditure Rules.
- viii. Whether sufficient budget is available covering the sanction.
- ix. Whether annual physical verification of all IT assets has been conducted by DIT and discrepancies, if any, have been reported and resolved.

## B. Disposal of IT dead stock items

- i. Whether the items to be disposed have been certified as unserviceable and beyond economic repairs by the concerned department.
- ii. Whether prior approval of the Competent Authority for disposal / writing off the asset has been obtained.
- iii. 3. Whether the articles are disposed off as per laid down instructions / sold through quotation process.
- iv. Whether disposal has been recorded in the Inventory Register.
- v. Whether Accounting procedure is followed properly or not.
- vi. Whether the old IT assets were disposed off as per E Waste Policy. and the disposal was done through:
  - o Authorized e-waste recyclers/vendors.
  - o Following Quotation/tender process as per procurement policy.
- vii. Whether CPCB/MPCB-approved E-waste recycling or dismantling certificates have been obtained from the authorized vendor

## 17. Rajbhasha Prabhag

Rajbhasha Prabhag was constituted in NABARD for ensuring implementation of Official Language policies of Government of India (GOI) and provisions of the Official Languages Act, 1963 (as amended in 1967) and those of the Official Languages Rules, 1976. Rajbhasha Prabhag ensures implementation of Official Language (OL) policies of GoI and issues instructions to offices/departments for achieving the targets prescribed by Government of India vide the Annual Time-bound Programme. The concurrent auditor may audit the following aspects pertaining to Rajbhasha Prabhag during the voucher audit:

- i. Whether advertisements, tenders, etc. (items covered under rule 3 (3) of Official Language Act) issued by Regional Office were in Hindi or bilingual.
- ii. Whether the expenditure relating to purchasing of books and organizing workshops/ Hindi programmes are sanctioned by competent authority, booked under proper head of account as prescribed in NABARD Expenditure Rules, 2023 and supported by relevant bills and sanction note.

## 18. Department of Subsidiaries and Strategic Investments (DSSI)

<b>Audit</b>	<b>Work</b>	<b>Scope-</b>	Alternative	Investment	Funds/Strategic
		Investments/Subsidiaries			

- i. Scrutiny of Sanction and Disbursements are made as per the guidelines.
- ii. Checking of all security dealing entries and Journal Vouchers and ensuring proper accounting.
- iii. Pre-audit of every disbursement related to DSSI

- iv. Checking of quarterly provisions and valuations of all the portfolios. (AIF/SI/Subsidiaries)
- v. Checking of monthly income and yield statement of AIF Funds.
- vi. Checking of KYC documents pertaining to Strategic and AIF Investments.

### **19. Department of Digital Strategy and Innovation (DDSI)**

- i. Whether the sanction of expenditure is as per delegated powers. (NABARD Expenditure Rules).
- ii. Whether the expenditure has been booked under relevant head of account as indicated in NABARD Expenditure Rules with clarification from Accounts Department (AD) wherever required.
- iii. Whether sufficient budget is available covering the sanction in a particular GL/ER Codes in NABCBS.
- iv. Whether the invoice submitted is in order (Address, GST No, signature of Authorized signatory, correct HSN/SAC code, etc.)
- v. Whether the invoice processing is done as per the T&C of the PO/WO, Service Level Agreement (SLA)/Licensed Software Delivery Agreement (LSDA)/Managed Services Agreement/Cloud Subscription Agreement signed between Vendor and NABARD.

### **20. Risk Management Department (RMD)**

#### **Asset Liability Management**

##### **1) Committee Meetings**

- ALCO met at least every month.
- The department convened special ALCO meetings as and when necessary to revise interest rates depending on market situation.

##### **2) Policy**

- For measuring and managing net funding requirements, the use of maturity ladder and calculation of cumulative surplus or deficit of funds at selected maturity dates has been adopted.
- Cash flows were placed in different time buckets based on the behavioral analysis, trend analysis or variance analysis with approval of ALCO.
- The tolerance levels for negative mismatch stipulated in the Policy was adhered to.
- The ALCO discussed an explanation of any breach of the above limits along with a time bound action plan so as to bring the Bank into compliance, within the prescribed tolerance limits.

- The Structural Liquidity Gap Statement (Dynamic) additionally considering the commitments, likely disbursements during the next 3 months, based on budget targets and contingent fund requirements, for monitoring the funding requirements was discussed.
- A Contingency funding plan was prepared at the beginning of the year, with the approval of the ALCO, to withstand any adverse liquidity condition.
- Developed an internal rating system with the approval of MRMC for CPs/NCDs.
- Assigned internal rating in respect of investments in CP.

### **3) Monitoring**

- The ALCO monitored the interest rate risk on the assets and liabilities both from earning perspective and economic value perspective, on a monthly basis, using Traditional Gap Analysis and Duration Gap Analysis.
- Stress Testing / Scenario Analysis was carried out on a half yearly basis.
- The impact of prepayments and other options was also taken into account in stress testing/scenario analysis.
- The assumptions made for undertaking the exercise including rise or decline in interest rates or changes in the yield curve were carefully reviewed and documented.
- Monitoring of investment made in CPs was done.
- Investments made in Corporate Bonds were monitored by Mid office.
- Mid Office ensured continuous monitoring of the rating migration of the firms at regular intervals i.e. on quarterly basis.

### **4) Review**

- Review of investment portfolio was done on daily basis.
- Review and empanelment of brokers was done
- Mid Office undertook annual review of brokers and furnished the review report.
- Mid Office undertook half yearly review of mutual funds and furnished the review report.
- Mid Office reviewed the PVo1 limits on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office reviewed the MTM limits of Equity Mutual Funds on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office reviewed the Modified Duration Limits of Investments on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office monitored that the maximum limit of investments held in HFT (excluding the investments made in Debt Mutual Funds) did not exceed 300 crores.
- Legal certainty and validity of collateral may be verified in the NABCBS

- Date of expiry of drawal and disbursement schedule entered may be verified in line with product specific Policies and SOPs

## **5) Internal reporting**

- In case a serious issue got discussed in the Normal ALCO meeting, the same was brought to the notice of the Deputy Managing Director and Chairman forthwith without waiting for the formal minutes to be prepared for the meeting.
- The Structured Liquidity Gap statement was prepared.
- The Interest Rate Sensitivity Gap Report was generated.

## **6) Process Compliance**

- In case certain important aspects such as pricing of refinance and direct finance products, other lending options, etc., were deliberated / decided, the quorum included Chairman or DMD, 3 CGMs from HODs, CGM or GM of RMD, Accounts and Finance Departments.

## **7) Compliance**

- The maximum amount of tradable investments and Short Term Deposits that can be invested did not exceed 20 percent of the total assets as of 31st March of Previous Year.
- The maximum holding period in respect of the Held for Trading (HFT) Category Securities did not exceed 90 days, as prescribed by RBI.
- Held for Trading (HFT) and Available for Sale (AFS) were included as Trading Book and Held to Maturity (HTM) as Banking book.
- Mid Office reviewed the VaR on a daily basis and noted that the VaR for CP, CD, NCD, Equity, MF, GSEC, SDL, T-BILL was within the limits as specified in MRM Policy.
- MF - The risk indicators (credit risk, interest rate risk and liquidity risk) were monitored.
- Corporate Bonds -Internal rating done before making investments in Corporate Bonds.
- The methodology adopted for preparation of Structural Liquidity Statement (SLS) and Interest Rate Sensitivity statements (IRS) were approved by the competent authority and the assumptions/ preparation of the same was found to be correct.

## **8) Adherence to exposure norm**

- Monitored the adherence to exposure limits.
- Mid Office provided daily analysis of investment activities including exposure limits.

## **21. Co-operative Sector Development Department**

### **A. Sanction /disbursement**

**CAC to check whether payments are made as per the terms and conditions governing the same. Following broad guidelines may be used while releasing the payments**

1. Sanction/disbursement has been made as per the guidelines of CSDD & CDF.
2. The Fund has been released through proper Head of Account
3. Accounting procedures are being adhered to
4. Sanction of expenditure/disbursements was accorded as per delegated powers
5. Amount released are in conformity with the terms and conditions of sanction.
6. Compliance with guidelines related to TDS/GST/other applicable taxes is ensured in all applicable cases

### **B. Compliance of following guidelines/instructions**

1. Central Government/ Comptroller and Auditor General of India, external agencies (if any)
2. KYC guidelines issued by ID, HO
3. Observations of Concurrent Audit/ Statutory Audit
4. RBI Inspection/ Inspection by ID, HO, NABARD

## **22. Secretary's Department**

### **A) Payment to Vendors/Individuals:**

- a) All payments cases (made through FAMS) to vendors/individuals of ₹1,00,000/- or above is subjected to preaudit by CAC.
- b) All payments cases (made through FAMS) to vendors/individuals below ₹1,00,000/- will be post-audited by CAC.

### **B) Taxation related matters to be checked regarding IT-TDS**

- i) IT-TDS to be deducted under the under correct section and correct rate.
- ii) TDS amount is rounded-off to the next higher ₹10.
- iii) Specified person as per IT guidelines to be checked.
- iv) Adhere to AD Circular on IT-TDS and other instructions issued from time to time.

### **C) Taxation related matters to be checked regarding GST and GTS-TDS**

- a) Check applicability of GST-TDS and deduct accordingly.
- b) Ensure that GST under RCM for Board of Directors
- c) Ensure that GST is correctly selected: CGST + SGST or IGST.

### **D) Verification of KYC / AML documents**

### **23. Other Departments**

Apart from above, a few departments like, Corporate Communications Department (CCD), Department for Data Management Analytics and Business Intelligence (DDMABI), Inspection Department (ID), Strategic Planning and Product Innovation Department (SPPID), Law Department (LD), Department of Climate Action and Sustainability (DCAS), CISO Office and Central Vigilance Department (CVD). All the bills above ₹1,00,000/- (Rupees One Lakh) needs to be pre-audited by CAC and the bills below ₹1,00,000/- needs to be post audited. It needs to be also ensured that the expenditure is booked under proper Head of Account.

## **Section-VII**

### **QCBS Evaluation Criteria – In case of Multiple L1 bidders**

In case of multiple L1 bidders, the broad criteria for evaluation of the bids would be as per Quality and Cost Based Selection (QCBS). The GeM portal uses a "Run L1" feature, which utilizes a pseudorandom number generator algorithm to randomly select one of the tied L1 bidders.

## Section-VIII

(Format - To be executed on Non-Judicial Stamp Paper of ₹500/- by all bidders)

### INTEGRITY PACT

Between

**National Bank for Agriculture and Rural Development**

**(NABARD)** hereinafter referred to as “**The Buyer**”

And

..... hereinafter referred to as “**The Bidder**”

#### Preamble

The Buyer intends to award, under laid down organizational procedures, contract/s for ..... . The Buyer values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### Section 1 – Commitments of the Buyer

(1) The Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:

a. No employee of the Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Buyer will, during the tender process treat all Bidder(s) with equity and reason.

The Buyer will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Buyer will exclude from the process all known prejudiced persons.

(2) If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

#### Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Buyers, if any.
  - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

### **Section 4 – Compensation for Damages**

- (1) If the Buyer has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Buyer has terminated the contract according to Section 3, or if the Buyer is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to EMD.

### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors**

- (1) In case of Sub-contracting, the Buyer Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Buyer will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Buyer will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Buyer obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

- (1) The Buyer appoints competent and credible Independent External Monitor for this Pact after approval by the 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 this agreement.

The Independent External Monitor appointed for NABARD is:

Dr. Rabindra Kumar, IFoS (Retd) Bhagirathipuram, GMS Road Dehradun 248001, Uttarakhand Email: rabindra_us@yahoo.com
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- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Buyer and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

## **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

**Section 10 – Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Buyer, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

BUYER  
Name of the Officer  
Designation  
NABARD

BIDDER  
Chief Executive Officer  
Organisation

Witness  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Witness  
1. \_\_\_\_\_  
2. \_\_\_\_\_

## **Section IX**

### **DECLARATION CERTIFICATE**

I / We do hereby declare that there is no case with the Police / Court / IRDA / SEBI / Regulatory authorities against the proprietor / firm / partner / employee.

Also, I / We have not been suspended / delisted / blacklisted by any Govt. Ministry / Department / Public Sector Undertaking / IRDA / SEBI / Autonomous Body / Financial Institution / Court.

We certify that neither our Company / firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby declare that we are not currently engaged in NABARD as Statutory Auditors / Information System Auditors.

We hereby declare that none of our partners are currently appointed as Director on the Board of Directors (BOD) of NABARD.

We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the work as mentioned in this RFP.

### **Signature of the Authorized Signatory with Seal**

(To be submitted on Letter Head of the firm)

**Section-X**

**Non-Disclosure Agreement Form**

(On bond paper value ₹500, to be submitted by successful bidder only)

This Non-Disclosure Agreement made and entered into at ..... this.....day of ..... 2026

**BY AND BETWEEN**

..... Company Limited, a company incorporated under the ..... Act, ..... having its registered office at ..... (hereinafter referred to as the Implementation partner, which expression unless repugnant to the context or meaning thereof be deemed to include its permitted successors) of the ONE PART.

**AND**

National Bank for Agriculture and Rural Development, a body corporate established under an act of Parliament, viz., National Bank for Agriculture and Rural Development Act, 1981 having its registered office at NABARD Head Office, C-24, "G" Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400051 (hereinafter referred to as "NABARD" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the OTHER PART.

The Bidder and NABARD are hereinafter collectively referred to as "the Parties" and individually as "the Party"

**WHEREAS:**

1. NABARD is engaged in Banking business and floated a Request for proposal for engagement of concurrent auditors at Head Office.
2. \_\_\_\_\_ (hereinafter referred to as Bidder) has through an RFP process, bid for the work and in the course of such assignment, it is anticipated that NABARD or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Bidder some Confidential Information (as hereinafter defined), to enable the Bidder to carry out the aforesaid exercise (hereinafter referred to as " the Purpose").
3. The Bidder is aware and confirms that the information, data and other documents made available in the Agreement /Contract and thereafter regarding the services delivered in this RFP or otherwise shall remain confidential.
4. The Bidder is aware that all the confidential information under the Bid documents or those shared under the terms of this Agreement or Contract is privileged and strictly confidential and or proprietary to NABARD.
5. For the purpose of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other. Therefore, in consideration of covenants and agreements contained herein

for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.

6. Receiving Party means who receives the confidential information.
7. Disclosing Party means who discloses the confidential information.

**NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the above premises and NABARD granting the Bidder and or his agents, representatives to have specific access to NABARD property / information and other data it is hereby agreed by and between the parties hereto as follows:

### **1. Confidential Information**

- (i) “Confidential Information” means all information disclosed/furnished by NABARD or any such information which comes into the knowledge of the Bidder during the course of engagement, whether orally, in writing or in electronic, magnetic or other form for the limited purpose of enabling the Bidder to carry out the assignment, and shall mean and include data, documents and information or any copy, abstract, extract, sample, note or module thereof, explicitly designated as "Confidential";

Confidential Information also includes, without limitation, information relating to installed or purchased Disclosing Party material or hardware products, the information relating to general architecture of Disclosing Party’s network, information relating to nature and content of data stored within network or in any other storage media, Disclosing Party’s business policies, practices, methodology, policy design delivery, and information received from others that Disclosing Party is obligated to treat as confidential. Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or agents is covered by this agreement.

- (ii) Information such as (i) intellectual property information; (ii) technical or business information or material not covered in (i); (iii) proprietary or internal information relating to the current, future and proposed products or services of NABARD including, financial information, process/flow charts, business models, designs, drawings, data information related to products and services, procurement requirements, purchasing, customers, investors, employees, business and contractual relationships, business forecasts, business plans and strategies, information the Parties provide regarding third parties; (iv) information disclosed pursuant to this agreement including but not limited to Information Security policy and procedures, internal policies and plans and Organization charts etc.; and (v) all such other information which by its nature or the circumstances of its disclosure is confidential.

- (iii) “Intellectual Property Rights” means any patent, copyright, trademark, trade name, design, trade secret, permit, service marks, brands, propriety information, knowledge, technology, licenses, databases, computer programs, software, know-how or other form of intellectual property right,

title, benefits or interest whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

- (iv) The Bidder may use the Confidential Information solely for and in connection with the Purpose and shall not use the Confidential Information or any part thereof for any reason other than the Purpose stated above.
- (v) Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within fifteen days of such disclosure.
- (vi) Confidential Information does not include information which:
  - a) Is or subsequently becomes legally and publicly available without breach of this Agreement.
  - b) Was rightfully in the possession of the Bidder without any obligation of confidentiality prior to receiving it from NABARD, or prior to entering into this agreement, the Bidder shall have the burden of proving the source of information herein above mentioned and are applicable to the information in the possession of the Bidder.
  - c) Was rightfully obtained by the Bidder from a source other than NABARD without any obligation of confidentiality,
  - d) Was developed by for the Bidder independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence.
  - e) The Bidder knew or had in its possession, prior to disclosure, without limitation on its confidentiality;
  - f) Is released from confidentiality with the prior written consent of the other party.
- (vii) The Bidder shall have the burden of proving hereinabove are applicable to the information in the possession of the Bidder.
- (viii) Confidential Information shall at all times remain the sole and exclusive property of Disclosing party. Upon termination of this Agreement, Confidential information shall be returned to the Disclosing Party or destroyed at its directions. The destruction of information if any, shall be witnessed and so recorded, in writing, by an authorised representative of each of the Parties. Nothing contained herein shall in any manner impair or affect rights of the Parties in respect of the Confidential Information.
- (ix) In the event Bidder is legally compelled to disclose any Confidential Information, Bidder shall give sufficient notice of 45 days to NABARD to prevent or minimize to the extent possible, such disclosure. Bidder shall disclose to third party i.e. any Confidential Information or the contents of this Agreement without the prior written consent of NABARD. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the System Integrator will apply to its own similar confidential information but in no event less than reasonable care. The

obligations of this clause shall survive the expiration, cancellation or termination of this Agreement.

## **2. Non-disclosure**

The Bidder shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Bidder who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Bidder shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to prevent unauthorized use or disclosure. The Bidder agrees to notify NABARD immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement.

Notwithstanding the marking and identification requirements above, the following categories of information shall be treated as Confidential Information under this Agreement irrespective of whether it is marked or identified as confidential:

- a. Information regarding 'NABARD' and any of its Affiliates, customers and their accounts ("Customer Information"). For purposes of this Agreement, Affiliate means a business entity now or hereafter controlled by, controlling or under common control. Control exists when an entity owns or controls more than 50% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity; or
- b. Any aspect of NABARD's business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right; or
- c. Business processes and procedures; or
- d. Current and future business plans; or
- e. Personnel information; or
- f. Financial information.
- g. Capital adequacy computation workings

## **3. Publications**

The Bidder shall not make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, including references whether through media, social network or otherwise, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of NABARD.

## **4. Term**

This Agreement shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by NABARD, whichever

is earlier. The Bidder hereby agrees and undertakes to NABARD that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further as directed NABARD promptly return or destroy, under information to NABARD, all information received by it from NABARD for the Purpose, whether marked Confidential or otherwise, and whether in written, graphic or other tangible form and all copies, abstracts, extracts, samples, notes or modules thereof. The Bidder further agrees and undertake to NABARD to certify in writing to NABARD that the obligations set forth in this Agreement have been fully complied with. Obligation of confidentiality contemplated under this Agreement shall continue to be binding and applicable without limit in point in time. The Bidder agrees and undertake to treat Confidential Information as confidential for a period of [five (5)] years from the date of receipt and in the event of earlier termination of the Contract/Agreement, the Parties hereby agree to maintain the confidentiality of the Confidential Information for a further period of [two (2)] years from the date of such early termination.

### **5. Title and Proprietary Rights**

Notwithstanding the disclosure of any Confidential Information by NABARD to the Implementation partner, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with NABARD.

### **6. Return of Confidential Information**

Upon written demand of the Disclosing Party, the Receiving Party shall (i) cease using the Confidential Information, (ii) return the Confidential Information and all the copies, abstracts, extracts, samples, notes, modules thereof to the Disclosing Party within seven (07) days after receipt of notice, and (iii) upon request of Disclosing Party, certify in writing that the Receiving Party has complied with the obligations set forth in this paragraph.

### **7. Remedies**

- 7.1 The Bidder acknowledges the confidential nature of Confidential Information and breach of any provision of this Agreement by the Bidder will result in irreparable damage to NABARD for which monetary compensation may not be adequate and agrees that, if it or any of its directors, officers or employees should engage or cause or permit any other person to engage in any act in violation of any provision hereof. NABARD shall be entitled, in addition to other remedies for damages & relief as may be available to it, to an injunction or similar relief prohibiting the Bidder, its directors, officers etc. from engaging in any such act which constitutes or results in breach of any of the covenants of this Agreement. Any claim for relief to NABARD shall include NABARD's costs and expenses of enforcement (including the attorney's fees).
- 7.2 Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized used or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.

- 7.3 Receiving Party shall return all originals, copies, reproductions and summaries of Confidential Information or Confidential Materials at Disclosing Party's request, or at Disclosing Party's option, certify destruction of the same.
- 7.4 Receiving Party acknowledges that monetary damages may not be the only and / or a sufficient remedy for unauthorized disclosure of Confidential Information and that disclosing party shall be entitled, without waiving any other rights or remedies (as listed below), to injunctive or equitable relief as may be deemed proper by a Court of competent jurisdiction.
- a) Suspension of access privileges
  - b) Change of personnel assigned to the job
  - c) Financial liability for all direct damages which disclosing party has incurred as a result of a finally determined breach of the terms of this agreement by the Bidder or its employees or advisors or representatives.
  - d) Termination of contract
- 7.5 Disclosing Party may visit Receiving Party's premises, with reasonable prior notice and during normal business hours, to review Receiving Party's compliance with the term of this Agreement.

## **8. Entire Agreement, Amendment, Assignment**

This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements relating to non-disclosure between the parties. The Agreement may be amended or modified only with the mutual written consent of the parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

## **9. Miscellaneous**

- 9.1 Any software, material and documentation provided under this Agreement is provided with RESTRICTED RIGHTS.
- 9.2 Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.
- 9.3 The terms of Confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term "residuals" means information in non-tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or

techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.

- 9.4 For the purpose of avoiding any ambiguity it is clarified that the services / solution or other deliverables provided or to be provided by the Bidder to NABARD shall be the property of the NABARD and shall not be considered as confidential information to the NABARD. However, such service / solutions or other deliverables shall be considered as confidential information by the Bidder and shall not be disclose such details to any third parties without having the express written permission of the NABARD.
- 9.5 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents, or employees, except by an instrument in writing signed by an authorized officer of Disclosing Party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.
- 9.6 In case of any dispute, both the parties agree for sole arbitration. The said proceedings shall be conducted in English language at Mumbai and in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 or any Amendments or Re-enactments thereto.
- 9.7 Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- 9.8 If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- 9.9 All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

#### **10. Suggestions and Feedback**

Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both parties agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the receiving party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party. The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

**11. Governing Law**

The provisions of this Agreement shall be governed by the laws of India and the competent court at Mumbai shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

**12. General**

NABARD discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, lawfulness, and merchantability, fitness for a particular purpose, title, non-infringement, or anything else.

In witness whereof, the Parties hereto have executed these presents the day, month and year first herein above written.

For and on behalf of National Bank for Agriculture & Rural Development (NABARD)

Name:

Designation:

Place:

Signature

For _____ Ltd and on behalf of
Name: Designation: Place: Signature
IN THE PRESENCE OF
Signature Name: Date: Signature Name: Date:

**Section XI**

**SERVICE LEVEL AGREEMENT FOR CONCURRENT AUDIT**

(To be executed on ₹ 500 Stamp Paper)

THIS AGREEMENT made and executed at Mumbai on this .....

**BETWEEN**

The National Bank for Agriculture and Rural Development, a body corporate established under an act of Parliament viz. National Bank for Agriculture and Rural Development Act, 1981 and having its Head Office at C-24, "G" Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051 hereinafter referred to as the "NABARD" (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) represented by .....& its Chief General Manager / authorized official.

**AND**

M/s ..... incorporated under the provisions of the ..... registered under the ..... having registered .....and Mumbai office at .....hereinafter referred to as the "Auditors" (which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include their successors, liquidators, administrators and assigns represented by....., Partner of the Firm.

**WHEREAS**

1. NABARD is desirous of outsourcing the works relating to concurrent audit of its Head Office Department and the Auditors are agreeable to undertake the said work on the terms and conditions mutually acceptable to both parties as appearing hereunder.

**NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS**

1. The Auditor shall undertake, execute and perform the concurrent audit of the Head Office Department during the period 1st April 2026 to 31st March 2029 (hereinafter referred as said work) and they shall complete the said work in the manner and to the scope and extent as specified in the Request for Proposal (hereinafter referred as RFP) No. ....dated ..... issued by NABARD for selection of a firm for the said work and as per the Annexure to these presents.
2. In consideration of the work, NABARD shall pay to the auditors an amount of ₹...../- per month, plus applicable taxes as applicable as per the schedule given and subject to conditions appearing hereinafter.

3. The Auditors shall maintain strict secrecy and confidentiality in respect of the said work and they shall execute and perform the said work inside NABARD's premises only.
4. Without prejudice to the remedies available to NABARD under law, NABARD shall have the right to refuse or reduce the amount payable as consideration to the Auditors in case if it is found that the said work has not been done in accordance with these presents or the terms and conditions given therein are violated by the Auditors.
5. The Auditors shall execute and perform the said work in professional manner with due care, caution and integrity and they shall ensure that NABARD's interest is protected in the best possible way. They shall make suggestions and recommendations to NABARD from time to time to plug the loopholes in the system and to check the damages or loss occurring in the functioning of its Head Office Departments.
6. Concurrent Audit will be undertaken in the CAC module developed in NABARD ISoft Platform.
7. The Auditors shall engage qualified professionals with sufficient experience, acknowledge and integrity to ensure that the said work is executed with reasonable quality and merit to the satisfaction of NABARD. The team of Auditors at NABARD will be headed by a Chartered Accountant.
8. In the event of the Auditor unable to perform the said work and the same is entrusted to other auditors and any loss suffered by NABARD including difference of the amount payable to such new auditors, shall be payable by the Auditors.
9. The broad terms and conditions and the scope of the said work shall be governed by the RFP and the Annexure enclosed hereto.
10. The Auditors shall not sub-contract / sub-let the work to any other firm / institution.
11. NABARD / NABARD appointed institutions or persons shall have the right to inspect offices / establishments of the Auditors, if so required.
12. All disputes that may arise out of or in any way connected with this agreement shall be as far as possible, be tried to be amicably settled by the parties.

13. All disputes that may arise out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and Courts only in Mumbai shall have the jurisdiction to determine the same.
14. This agreement shall be deemed to have come into force with effect from 1st April 2026.
15. The department-wise items to be seen by the Concurrent Auditors indicated in the RFP are as per the extant instructions / circulars / guidelines and products / work processes / administrative facilities available to the employees in the NABARD as on 31.03.2026. The relevant circulars which are quoted in various paragraphs are applicable in the present scenario and the Concurrent Auditors are required to refer to the latest circulars / instructions / guidelines issued from time to time in the NABARD. Further, the concurrent auditors are also required to refer to the extant Concurrent Audit Manual and will be required to refer to the latest version of the same whenever the same is updated by the NABARD in future or the NABARD switches over to the system of Risk Based Internal Audit and Inspection (RBIIA). The brief department-wise scope of work is indicated in Section-VI of the RFP. The list is only illustrative and not exhaustive. Based on the changes in roles and responsibilities entrusted to NABARD, new departments can be created.

Further, new items of works can be added based on the changes in roles and responsibilities of these departments in future and CAC needs to audit the same as per extant guidelines.

#### SCHEDULE OF PAYMENT

On completion of work of Concurrent Audit of the Department identified by NABARD besides, any other items of work in a need-based manner as detailed in the RFP and followed by submission of reports as per prescribed formats on a monthly / quarterly / half-yearly / yearly basis (April to March) and the remuneration i.e. compensation towards professional fees of ₹ ..... per month, plus applicable taxes as applicable will be paid to the Auditors on a monthly basis.

In witness to the consent expressed by the parties for these presents, NABARD has set its seal and hand through its authorized official and the Auditors have set their seal and hand through their authorized signatory on the date and the month and year first herein above mentioned.

Signed, Sealed and Delivered

By the within named NABARD

Through its CGM/ authorised official

In the presence of

1

2

By the within name of Firm

In the presence of

1

2

### Financial Bid

The financial proposal should be submitted in the following format:

S.No.	Areas to be covered	Cost (in ₹) / month	Taxes applicable (in ₹)	Total = Cost + Taxes applicable (in ₹)
1	Concurrent Audit of Head Office on a daily basis and reports to be submitted for the same on a monthly/quarterly/half yearly/yearly basis			

**Important Terms:**

- ❖ **Quotes:** The rates quoted must be final. Only one rate to be quoted.
- ❖ **Terms** The proposal must not include “Cancellation” Clause. The proposal must not include any conditions.
- ❖ **Minimum Fee** *The minimum fee for the assignment is **Rs.5,26,800/-** plus applicable GST (i.e. 18%) (Rupees Five lakh twenty-six thousand eight hundred only plus applicable GST) per month fixed by NABARD.*

The rate quoted by the successful bidder will be valid till 30 September 2029 and no enhancement will be made during the contract period.

**Signature of authorized person**

**Date:**

**Name of the Firm and seal**

**(All bids to be accompanied with break-up of commercials like cost and applicable taxes)**



## राष्ट्रीय कृषि और ग्रामीण विकास बैंक

निरीक्षण विभाग, प्रधान कार्यालय, मुंबई

प्रधान कार्यालय में  
समवर्ती लेखा परीक्षकों के अनुबंध के लिए प्रस्ताव हेतु अनुरोध (आरएफपी)  
**राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई)**  
**निरीक्षण विभाग**  
तीसरी मंजिल, 'डी' विंग,  
सी -24, 'जी' ब्लॉक  
बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व)  
मुंबई 400 051  
वेबसाइट : [www.nabard.org](http://www.nabard.org)

**राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई) प्रधान कार्यालय के लिए समवर्ती लेखा परीक्षकों के अनुबंध के लिए प्रस्ताव हेतु अनुरोध (आरएफपी)**

राष्ट्रीय कृषि और ग्रामीण विकास बैंक अपने निरीक्षण विभाग, प्रधान कार्यालय, मुंबई में समवर्ती लेखा परीक्षक के रूप में अनुबंध के लिए भारत में कार्यरत योग्यता प्राप्त चार्टर्ड एकाउंटेंट्स फर्म, जिनका मुंबई में कम से कम एक कार्यालय हो, से GeM पोर्टल पर निविदाएं आमंत्रित कर रहा है।

अनुबंध के लिए नाबाई (आरएफपी) "प्रस्ताव के लिए अनुरोध" हमारी वेबसाइट [www.nabard.org](http://www.nabard.org) पर भी उपलब्ध है। इच्छुक बोलीदाता इसे हमारी वेबसाइट <https://www.nabard.org/English/Tenders.aspx> से भी सीधे डाउनलोड कर सकते हैं। बोलियों को आरएफपी दस्तावेज में दिए गए विनिर्देशों के अनुसार ही तैयार किया जाए और इसे ऑनलाइन GeM portal पर दिनांक 03 जुलाई 2026, शुक्रवार अपराहन 3.00 बजे तक अपलोड किया जाना चाहिए :

मुख्य महाप्रबंधक

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई)

निरीक्षण विभाग

तीसरी मंजिल, 'डी' विंग,

सी -24, 'जी' ब्लॉक

बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व)

मुंबई 400 051



## **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Inspection Department  
Head Office, Mumbai**

**REQUEST FOR PROPOSAL (RFP)  
FOR ENGAGEMENT OF  
CONCURRENT AUDITORS at Head Office of  
National Bank for Agriculture and Rural Development (NABARD)  
Inspection Department  
3<sup>rd</sup> Floor, 'D' Wing,  
C-24, 'G' Block  
Bandra-Kurla Complex, Bandra (East)  
Mumbai 400 051  
Website: [www.nabard.org](http://www.nabard.org)**

### **Request for Proposal (RFP) for engagement of Concurrent Auditors for Head Office at Mumbai of National Bank for Agriculture and Rural Development (NABARD)**

Tenders are invited on GeM Portal by the National Bank for Agriculture and Rural Development from qualified firms of Chartered Accountants operating in India, with at least one office in Mumbai, for engagement as Concurrent Auditors in Head Office of NABARD at Mumbai.

The "Request for Proposal" (RFP) for the engagement is also available on the NABARD website ([www.nabard.org](http://www.nabard.org)). Interested bidders may also download directly from our website (link <https://www.nabard.org/English/Tenders.aspx>). Bids may be made strictly as per the specifications in the RFP documents and should be submitted online **on GeM portal latest by 3.00 p.m. on 03 July 2026, Friday.**

The Chief General Manager  
National Bank for Agriculture and Rural Development (NABARD)  
Inspection Department  
3<sup>rd</sup> Floor, 'D' Wing  
C-24, 'G' Block  
Bandra- Kurla Complex, Bandra (East)  
**Mumbai 400 051**

**DISCLAIMER**

***The contents and information provided in this Request for Proposal (RFP) are meant to provide general information that may be useful to the interested parties in formulation of their proposal pursuant to this RFP. The selected bidder will be required to execute an Agreement with NABARD that will govern the rights, duties and obligations between NABARD and the successful bidder. Accordingly, no contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by NABARD with the selected bidder.***

**Schedule of events**

1	Purpose	To engage suitable Audit firm for conducting Concurrent Audit work at NABARD Head Office, Mumbai.																		
2	Cost of Tender	Nil																		
3	Pre-bid Integrity pact	Bidder will have to enter pre-contract integrity pact (on stamp paper of Rs 500/-) as per Section VIII of RFP before submitting the bid.																		
4.	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit (EMD) of ₹ <b>3,79,296/- (Rupees Three lakh seventy-nine thousand two hundred ninety-six only)</b> through electronic mode (NEFT/RTGS) from any Scheduled Bank to be deposited in the following account as per details below. Bidder is required to submit the same along with Technical Bid. Tender without EMD shall be rejected:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th colspan="2">Particulars</th> </tr> </thead> <tbody> <tr> <td>i)</td> <td>Name</td> <td>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</td> </tr> <tr> <td>ii)</td> <td>Bank Name</td> <td>NABARD</td> </tr> <tr> <td>iii)</td> <td>Branch Name</td> <td>HEAD OFFICE, MUMBAI</td> </tr> <tr> <td>iv)</td> <td>IFS code</td> <td>NBRD0000002</td> </tr> <tr> <td>v)</td> <td>Account No</td> <td>NABADMN07</td> </tr> </tbody> </table> <p>The bidder may also provide the bank details for refunding the EMD in case of non-acceptance of the Bid.</p> <p>Micro and Small Enterprises (MSEs) will be exempted from payment of earnest money on submission of MSE certificate.</p>	Sl. No	Particulars		i)	Name	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT	ii)	Bank Name	NABARD	iii)	Branch Name	HEAD OFFICE, MUMBAI	iv)	IFS code	NBRD0000002	v)	Account No	NABADMN07
Sl. No	Particulars																			
i)	Name	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT																		
ii)	Bank Name	NABARD																		
iii)	Branch Name	HEAD OFFICE, MUMBAI																		
iv)	IFS code	NBRD0000002																		
v)	Account No	NABADMN07																		
5.	Type of Bid	<p>Two Packet Bid</p> <p>i) Technical Bid as per the parameters in Section II along with EMD</p> <p>ii) Financial Bid as per Part II</p>																		

6	Last Date of Submission of Bids on GeM portal	<b>03 July 2026 (Friday) by 15:00 hrs.</b>
7	Date, Time and Venue of opening of Bids, except financial Bids	06 July 2026 (Monday) at 10:00 hrs. Inspection Department, Third Floor, D Wing, NABARD Head Office, C-24, G-Block, Bandra – Kurla Complex, Bandra (East), Mumbai - 400051
8	Pre-Bid Meeting	Date: 16 June 2026 (Tuesday) Time: 15:00 hrs. At the Venue indicated at Sr.No.7 above
9	Response to clarification / pre-bid meeting to be put on GeM portal, if any	18 June 2026 (Thursday) before 17:00 hrs.
10	Mode of submitting the Bid	Bids may be submitted as Technical / Financial Bid on GeM portal by 15:00 hrs. on 03 July 2026 (Friday) in ONLINE mode only, and no OFFLINE submission of bids will be entertained.
11	Bid Validity	90 days from the last date of submission
12	Contact Person	Shri Rajesh Chandekar, DGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022-26539710/9404705162  Shri Ganesh Sawardekar, AGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022-26539436/7710070476  (Between 10.00 am to 5.00 pm on working days)

**Index**

<b>Sr. No.</b>	<b>Particulars</b>
<b>1.</b>	Section-I: Introduction and instructions for proposal
<b>2.</b>	Section-II: Minimum requirements for applying
<b>3.</b>	Section-III: Payment terms and conditions
<b>4.</b>	Section-IV: Important terms and conditions
<b>5.</b>	Section-V: Process to be adopted for evaluation of bids
<b>6.</b>	Section-VI: Scope of work
<b>7.</b>	Section-VII: QCBS evaluation criteria – In case of multiple L1 Bidders
<b>8.</b>	Section-VIII: Format for Pre-contract integrity pact
<b>9.</b>	Section-IX: Declaration Certificate
<b>10.</b>	Section-X: Non-disclosure agreement form
<b>11.</b>	Section-XI: Format for Service level Agreement

## Section-I

### INTRODUCTION & INSTRUCTIONS FOR PROPOSAL

National Bank for Agriculture and Rural Development (hereinafter referred to as “NABARD”) a body corporate is set up under National Bank for Agriculture and Rural Development (NABARD) Act, 1981 with a mandate for facilitating credit flow for promotion and development of agriculture, micro-enterprises, small enterprises and medium enterprises, cottage and village industries, handlooms, handicrafts and other rural crafts. It is wholly owned by the Government of India. For details, please see our website [www.nabard.org](http://www.nabard.org).

- (1) It has 30 Departments in its Head Office at Mumbai, 31 offices across the country and 04 Training Establishments and employs around 3135 employees excluding the retired employees who are pensioners. Around 12-15 thousand financial transactions are carried out per month in the bank. All the transactions of NABARD are made through centralized CBS system. NABARD has been extensively using Information Technology for its operations and payments of salary / perquisites, loans & advances, management benefits, accounting (core banking) and also manual systems. Different modules used in NABARD are as under:
- (2) Different systems / softwares like NABCBS, TALMS, HRMS, etc. are being implemented in NABARD. All transactions are carried out through these systems.
- (3) NABARD has also put in place NABARD Electronic Office (NEO), a document management system.
- (4) The softwares SuperSoft and ISoft are being used in NABARD to conduct Inspections of Cooperatives Banks/RRBs and to conduct inspections of HODs/ROs/TEs and subsidiaries of NABARD respectively.

NABARD invites proposals from well-established and reputed firms of Chartered Accountants for engagement as Auditors to :

provide Concurrent Audit Services at its Head Office, Mumbai. The engagement shall be on a contract basis. Concurrent auditing will have to be conducted at Head office of the Bank for the transactions done through NABCBS/ manual and also through NEO Platform / manually wherever applicable.

**Logistic Support extended:** NABARD would be providing the requisite infrastructure support and facilities such as office premises, work stations equipped with personal computer & necessary peripherals as applicable to Grade A officers of NABARD. Breakfast, tea / coffee and working lunch would be made available to the staff engaged by the Firm at the Head Office Officer’s lounge on subsidized basis at the rates as applicable to the staff of NABARD.

**Bidders may note that:**

- (a) At any time prior to the deadline for submission of proposal, NABARD may, for any reason, modify the RFP. The prospective respondents having received the RFP shall be notified of the amendments through GeM portal / its website and such amendments shall be binding on them.
- (b) NABARD reserves the right to accept or reject any or all the proposals in whole or part without assigning any reasons.
- (c) NABARD intends to select one (1) firm of Chartered Accountants under contract.
- (d) During pre-qualification and evaluation of the Proposals, NABARD may, at its discretion, ask respondents for clarifications on their proposal.
- (e) Such clarification/s shall be provided within the time specified by NABARD for this purpose. If an applicant does not provide clarifications sought as mentioned above within the specified time, its proposals shall be liable to be rejected.
- (f) The Proposals shall be submitted exclusively through GeM portal. Proposals received through any other mode shall be treated as defective, invalid and **will be rejected**. Only detailed and complete proposals in the form indicated, received by the closing time and date of the proposals along with the EMD, if applicable, of ₹ **3,79,296/- (Rupees Three lakh seventy-nine thousand two hundred ninety-six only)** shall be treated as valid.
- (g) The bidders are not permitted to modify, substitute, or withdraw proposals after its submission.
- (h) The proposal may be submitted along with the covering letter about the proposal, together with the information/documents indicated in the Section-II - Technical Bid for engagement of Concurrent Auditors for Head Office of NABARD at Mumbai and the declaration, signed by the authorized signatory duly approved by the partner/s of the Firm with Seal of the Company/firm. All pages are required to be stamped and signed.
- (i) No cost will be borne by NABARD towards preparation and submission of the proposals.
- (j) The tenure of the contract would be for three years from 01.10.2026 to 30.09.2029, subject to annual review of performance and adherence to the terms and conditions. NABARD may terminate the contract without assigning any reasons by giving one month's notice or fee equivalent to one month.
- (k) The contract may be extended subject to satisfactory performance of the firm and mutually agreed terms and conditions upto a maximum period of 1 year.
- (l) NABARD will evaluate the proposals submitted by respondents in detail, based on the data submitted by them.
- (m) Proposals can be submitted on GeM portal latest by **15:00 hrs. on 03 July 2026**. No extension will be granted for submission. Before submission of bid, bidder may ensure to enter pre-contract integrity pact (duly stamped) as per Section-VIII of RFP.

### Timetable

Task	Time & Date
Floating of tenders (in the form of Request for Proposal – RFP)	11 June 2026 (Thursday)
Uploading of RFP on NABARD's Website	11 June 2026 (Thursday)
Pre-bid Meeting; Time & Date	15:00 hrs. on 16 June 2026 (Monday)
Clarifications if any after Pre bid meeting on website & E tendering	Before 17:00 hrs on 18 June 2026 (Wednesday)
Closing of Bid; Due Time & Date	15:00 hrs. on 03 July 2026 (Friday)
Opening of Technical Bids	10:00 hrs. on 06 July 2026 (Monday)
Opening Financial Bid	Will be communicated lateron

Address for Communication	Contact Person	
The Chief General Manager Inspection Department, National Bank for Agriculture and Rural Development (NABARD) 3 <sup>rd</sup> Floor, 'D' Wing, C-24 'G' Block, Bandra-Kurla Complex, Bandra (East) Mumbai 400 051 Email ID: id@nabard.org	(Between 10.00 am to 5.00 pm on working days)	Shri Rajesh Chandekar, DGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022- 26539710/9404705162  Shri Ganesh Sawardekar, AGM, Inspection Department, NABARD, HO, Mumbai Phone No. : 022- 26539436/7710070476

- i. Tender currency: All prices shall be expressed in Indian Rupees only
- ii. Tender language: The Proposal shall be in English language only
- iii. Tenders once submitted will be treated as final and no further correspondence will be entertained on this.
- iv. No Tender will be modified after the deadline.
- v. All taxes at the time of release of payments, if any, shall be deducted at source as per prevailing rates while making the payments.
- vi. Confidentiality of all the information received from NABARD may be maintained during the execution of this engagement.

- vii. KYC details of proprietor of firm and the staff engaged for execution of audit work will have to be provided.

## **Section-II**

### **Minimum Requirements for Applying**

#### **1. Criteria to apply for engagement**

The Chartered Accountant Firm has to satisfy the criteria to apply for engagement. Respondents satisfying the following criteria only are eligible to submit their proposal for the Request for Proposal (RFP).

- i. This invitation to respond to the Request for Proposal (RFP) is open only to Chartered Accountant firms registered with ICAI.
- ii. The firm of Chartered Accountants should have at least 30 Chartered Accountants as full-time partners/employees. At least one of them should be DISA (Diploma in Information System Audit) qualified.
- iii. The firm of Chartered Accountants should have minimum 60 full time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract & sub-contract staff), having experience of auditing in banks/Financial Institutions.
- iv. The firm of Chartered Accountants should have been in existence in India for a period of at least 10 years as of 31.3.2026 and their membership duly registered with and renewed with ICAI.
- v. The firm of Chartered Accountants should have a Head office/branch, with at least 10% of its total partners, in Mumbai where audit work at NABARD, Head Office is proposed to be taken up.
- vi. As on 31.03.2026, the firm of Chartered Accountants should have a minimum experience of 10 years in concurrent auditing of RBI / AIFI/ PSU /PSB/Private Banks.
- vii. If any partner of a Chartered Accountant firm is a Director on the Board of NABARD as on the date of submission of Bid, such firm is not eligible to participate in the bidding process.
- viii. If the Chartered Accountant firm which is currently engaged by the Bank as Concurrent Auditor has completed or is completing two consecutive terms as on 01 October 2026, a cooling – off period of two years shall apply to such a firm. Such firm is not eligible to participate in the bidding process.
- ix. Further, the firms which are currently engaged in NABARD as Information System Auditors / Statutory Auditors are not eligible to participate in the bidding process.  
The firm must certify to the effect as per the declaration format in Section IX.
- x. As on 31.03.2026, the firm of Chartered Accountants should have staff with minimum five-year experience in concurrent auditing in digital environment (core banking).

- xi. The firm of Chartered Accountants should have average annual revenue of at least ₹ 10.00 crore each in last 03 years (2023-24, 2024-25, 2025-26).
- xii. The bidder should be maintaining / having positive net worth and cash profits (i.e. no cash loss) during last 03 years (2023-24, 2024-25, 2025-26).
- xiii. The bidder should not have been blacklisted by any Public Sector Bank, private banks, RBI or IBA or any other Government agencies. Bidder must certify to that effect as per the declaration format as per Section IX.
- xiv. The bidder company should not be owned or controlled by any person or body of persons of which any of the directors/employees of NABARD is a proprietor, partner, director, manager, agent, employee or guarantor.
- xv. The bidder or any person duly authorized to bind the bidder to the contract should sign the bid. The signatory should give a declaration and through authenticated documentary evidence to establish that he/she is empowered to sign the tender documents and bind the bidder. All pages of the tender documents except brochures, if any, are to be signed by the authorized signatory.

**Necessary documentary proofs (as indicated in Para 6 of this section) may be submitted as per requirement along with duly filled in proposal. The proposal of the firm, which does not meet any of the above criteria, will not be considered for above assignment.**

## **2. Other important conditions**

- i. The leader of the team, that would conduct concurrent audit, should be a chartered accountant who will guide and supervise the team. Other members of the team should have relevant qualification in book-keeping and accountancy background with audit experience such as qualified assistants, article clerks, experienced bankers. As per our experience, a minimum number of staff required to carry on day-to-day work of auditing at Head Office, Mumbai, will include 1 Chartered Accountant, 14 experienced auditing staff on daily basis. The selected firm has to place the team of manpower in NABARD's premises for carrying out auditing work.
- ii. The team may be required to work on Holidays (including Saturdays/ Sundays) or beyond office hours in case of exigency.
- iii. The team will ensure that the concurrent audit assignment will be completed on a day-to-day basis.
- iv. The manpower placed in NABARD should be able to audit in digital/core banking environment.
- v. The selected firm of Chartered Accountants shall deposit initial security deposit (ISD) of 2% of the total contract fee (3 years), which shall not carry any interest and shall be refundable only after the complete conclusion of the contractual obligations to the satisfaction of NABARD.

### 3. Requirements for proposal submission

- i. The Firms may note that for the purpose of the engagement of Concurrent Auditors, a two-stage bidding process will be followed. The response to the present tender will be submitted in two parts, i.e. the ‘Technical Bid’ and the Financial Bid. Quality and Cost Based Selection (QCBS) methodology would be adopted for evaluation and award of Tender as per the process given in Section V and VII of this document.
- ii. The Bidder will have to submit the ‘Technical Bid’ and the ‘Financial Bid’ separately on GeM Portal within the stipulated date and time. The ‘Technical Bid’ will contain the exhaustive and comprehensive technical details indicated in Section-II, and Financial Bid’ will contain the Pricing information as indicated in the price bid format.
- iii. Technical Bid shall NOT contain any pricing or commercial information. If Technical Bid contains any price related information, that Bid would be disqualified and would NOT be processed further.**
- iv. Before submitting bid, bidder will have to execute a pre-contract integrity pact as indicated in Section VIII.
- v. The Firm’s response should be organized into the following parts:

**Part 1 : Technical Bid** (as per Section-II of this RFP), together with;

- Executive Summary / Introduction;
- Proposal Compliance Letter;  
A letter signed by an authorized officer of Firm certifying the Firm’s proposal with complete compliance with the RFP specifications;
- Integrity Pact and Acceptance of Terms and Conditions as per Section IV to be included with the Proposal;
- Necessary documentary proofs (as indicated in Para 6 of this section);
- Declaration Certificate as per Section IX.

(Details may be submitted as per the format given in Sr.No. 6 of this Section.)

**Part 2 : Financial Bid** (as per the price bid format)

### 4. Bid Submission

- i. Bidder may ensure to execute a pre-contract integrity pact (duly stamped) as per Section-VIII of RFP before submitting the bid which is required as per directions of the Central Vigilance commission.

- ii. Integrity Pact – The response to the present RFP will be submitted in two parts, i.e., the Technical Bid and the Financial Bid. The Bidder will have to submit the “Technical Bid” and the ‘Financial Bid’ separately, but within the stipulated date and time.

**Important Note:**

**Prospective bidders are requested to submit a duly signed and stamped ‘Integrity Pact’ on a ₹ 500/- Stamp Paper. Compliance to ‘Integrity Pact’ is mandatory and shall be the pre-qualification criteria.**

**Non-submission of ‘Integrity Pact’ or submission in different format (other than the prescribed one) and not duly authenticated by authorized signatory shall disqualify the prospective bidder at the initial stage and their ‘Technical/ Financial’ bids shall not be opened.**

- iii. The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the bidder. In such cases, the person/s signing the bid should initiate such corrections.
- iv. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in rejection of the bid.
- v. No columns of the tender should be left blank. Offers with insufficient information and offers, which do not strictly comply with the stipulations given above, are liable for rejection.
- vi. The bids will be opened in the presence of authorized representatives of the bidders, who shall produce an authorization letter from the bidder to represent them at the time of opening of Technical / Financial bids. Only two representatives will be allowed to represent any bidder. In case the bidder’s representative is not present at the time of opening of bids, the quotations / bids will still be opened at the scheduled time at the sole discretion of NABARD.

**5. Disqualifications**

NABARD may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent:

- i. Submitted the Proposal documents after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Failed to provide related clarifications, when sought.
- iv. Declared ineligible by the Government of India/State Government/UT Government, any other financial institution for corrupt and fraudulent practices or blacklisted.

**Note**

- a. All bids shall be evaluated by an Evaluation Committee set up for this purpose by the Bank and its decision will be final.
- b. The bidder must fulfil the eligibility criteria given above. Bids not complying with any of the eligibility criteria are liable to be rejected and will not be considered for further evaluation. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
- c. The bids qualified out of this stage shall be considered for Quality and Cost Based Selection (QCBS) process.
- d. In accordance with clause 1.5.2 of Incident Management on GeM 3.0, all the stakeholders shall comment/ respond on IM Dashboard only and no resolution /response relating to incidents shall be provided through emails or any other mechanism. The stakeholders shall not attach/indicate the details which reveal their identity such as name of organization, name of any person or telephone numbers etc. on IM Dashboard.

**6. Important details to be submitted in Technical Bid**

**Technical Bid for engagement of Concurrent Auditors for Head Office of NABARD at Mumbai.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance (Yes / No)</b>	<b>Documents required in support of the eligibility</b>
1	Name of the Company/ Firm		Copy of Registration / Membership Certificate under relevant Act / ICAI
	Registered office address		
	Local (Mumbai) address		Necessary documentary proofs to be submitted.
	Contact person & Mobile No. at Mumbai		Details may be furnished.
2	Type of License / Registration / Membership		Copy of Original Registration Certificate issued by ICAI.

3	Number of years in operation i.e., License Issuance/ renewal dates as on 31.03.2026		Copy of License/ Registration certificate
4	Revenues & Net worth (in ` crores) 2023-24 2024-25 2025-26		Submit the copies of audited Profit & Loss Account
5	Details of Professional qualifications, like CA/ DISA, of Partners/ full time employees as on 31 March 2026 (indicate numbers)		Auditor's Certified Copy
5A	No of Partners based in Mumbai		
6	No. of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies, subordinate staff, contract and subcontract staff) having auditing experience of more than one year in banks/ financial institutions as on 31 March 2026.		Necessary documentary proofs to be submitted.
7	No. of Offices & locations		Auditor's Certified Copy
8	No. of Corporate Clients as on 31 March 2026		Auditor's Certified Copy
9	Names of corporate clients as on 31 March 2026		(Please furnish the list with contact nos.)
10	Number of years of experience in concurrent auditing at RBI / AIFI/ PSU banks/Private Banks		Necessary documentary proof to be submitted.
11	Number of years of experience of staffs in concurrent auditing in digital/ core banking environment		Necessary documentary proof to be submitted.
12	Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System as on 31.03.2026		Necessary documentary proof to be submitted.

12	<p>The bidder should not have been blacklisted by any Public Sector Bank, private banks, RBI or IBA or any other Government agencies.</p> <p>Whether declaration format as per Section IX submitted?</p>		Necessary declaration to be submitted.
13	<p>Whether the bidder company is owned or controlled by any person or body of persons of which any of the directors/employees of NABARD is a proprietor, partner, director, manager, agent, employee or guarantor.</p>		
14	<p>Details of person duly authorized to sign/ bind the bidder to the contract.</p>		

**Signature of authorized person**

**Date:**

**Name of the Firm and seal**

The proposal of the firm, which does not provide any of the details, will not be considered for above assignment.

### **Section-III**

#### **Payment Terms and Conditions**

1. Payment terms will be as follows:

- The selected concurrent audit firm will be required to submit the draft audit report based on the scope of work indicated in Section-VI on a Monthly / Quarterly / Half yearly / Yearly basis (As indicated in the agreement). After finalization of the audit reports, the firm may raise the bill on a monthly basis.

2. TDS will be deducted as per the Income Tax Laws as applicable.

3. Billing address for the invoice shall be as follows:

The Chief General Manager  
Inspection Department  
National Bank for Agriculture and Rural Development  
3<sup>rd</sup> Floor, D-Wing,  
C- 24, G-Block,  
Bandra Kurla Complex,  
Bandra (East),  
Mumbai- 400051

## Section-IV

### Important Terms and conditions

Following additional terms and conditions shall also apply:

- (A) Bidder warranties** - By submitting a response, Bidder represents and warrants to NABARD that, as at the date of submission:
- i. the Bidder has fully disclosed to NABARD in its responses all information which could reasonably be regarded as affecting in any way NABARD's evaluation of the response.
  - ii. all information contained in the Bidder's response is true, accurate and complete and not misleading in any way;
  - iii. no litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the Bidder threatened against or otherwise involving the Bidder which could have an adverse effect on its business, assets or financial condition or upon NABARD's reputation if the Response is successful;
  - iv. the Bidder will immediately notify NABARD of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the Bidder's business, assets or financial condition, or NABARD's reputation or render the Bidder unable to perform its obligations under the agreement, if any or have a material adverse effect on the evaluation of the responses by NABARD; and
  - v. the Bidder has not and will not seek to influence any decisions of NABARD during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.
  - vi. the bidder shall not, without the written consent of NABARD, make any assignment or Subcontract for the provision of any services.
- (B) Confidentiality** - Bidder must keep confidential any information received from or about NABARD as a result of or in connection with the submission of the Response. All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response. Unless expressly agreed in writing prior to submissions, Responses are not confidential and may be used by NABARD in whole or part. NABARD, however, will not disclose the information provided by Bidder in a Response other than to its affiliates or to its professional advisors, unless required otherwise by any provisions of law. Additionally, and at any point of the evaluation and selection process, NABARD

may require the Bidder to execute a Non-Disclosure Agreement (NDA) as given in Section-X.

- (C) Whilst all reasonable care has been taken in compiling this Response document, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by NABARD as to the completeness or accuracy of the Response or any information provided in or in connection with it. To the maximum extent permitted by law:
- i. NABARD, its officers, employees and agents will not be liable in any way whatsoever for any loss, damage, cost or expense (including without limitation any liability arising from any fault or negligence on their part) arising from the evaluation process; and
  - ii. each Bidder releases and indemnifies NABARD from all claims, suits, demands, proceedings, actions, liabilities, damages and costs which may arise under statute, law, equity or otherwise arising from, whether directly or indirectly, or in connection with the evaluation and selection process.
- (D) This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific NABARD requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. NABARD reserves the right to make no selection and enter into no agreement as a result of this RFP. Only the execution of a written agreement between NABARD and a bidder will obligate NABARD in accordance with the terms and conditions contained in such agreement.
- (E) It should be understood that the response of the Bidder to this RFP constitutes an offer to do business on the terms stated by the Bidder and that, should a contract be awarded, NABARD may, at its option, incorporate all or any part of the response to this RFP in the contract. NABARD reserves the right to accept the offer without further discussions and without any additional opportunity for the Bidder to amend, supplement or revise the submitted offer.
- (F) **NABARD's right to verify** - NABARD reserves the right to conduct a site survey or obtain other evidence of facilities, resources, and managerial, financial and Bidder performance abilities prior to announcing the successful Bidder or awarding an agreement under this evaluation process.
- (G) **Financial documents** - NABARD may request additional financial/business information from the Bidder, if required.
- (H) **Selection criteria** - The selection criteria, inquiries, questions or information put forth in the Response are meant to be provided on the aforesaid and established through the details submitted by the bidder in the financial bid.
- (I) **Termination/or suspension of evaluation process** - NABARD reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder or

any third party. Bidders will be notified if any suspension or termination occurs but NABARD is not obliged to provide any reasons.

**(J) Other Rights** - Without limiting its rights under any other clause of this evaluation process or at law, and without liability to the Bidder or any third party, NABARD may at any stage of the evaluation process:

- i Require additional information from a Bidder;
- ii Change the structure and timing of the evaluation process;
- iii Terminate further participation in the evaluation process by a Bidder;
- iv Negotiate with more than one Bidder;
- v Terminate negotiations being conducted with a Bidder;
- vi Vary or extend the timetable and evaluation process
- vii accept any non- complying Response; or
- viii. Vary the terms and conditions of the evaluation process, the RFP or specifications or requirements at any time.

**(K) Responsibility for Costs** - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing NABARD with the response, the revised response or any additional information).

**(L) Non-Reliance by Bidder** - Bidder, by submitting a Response, acknowledges that:

- i. it does not rely on any information, representation or warranty, whether oral or in writing or arising from other conduct, other than that specified in this RFP or otherwise provided by NABARD in writing;
- ii. it has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the Bidder's Response as well as the accuracy, currency or completeness of such information; and
- iii. Information provided in its Responses are based on historical trends does not constitute a representation that such trends will continue into the future or occur again and nothing contained in its Response can be relied upon as a commitment, guarantee or representation regarding future events or performance.

**(M) NABARD's right to vary** - NABARD reserves the right to vary any aspect of this evaluation process, RFP without liability to Bidder. Where NABARD varies any aspect of this evaluation process or the agreement, NABARD shall notify the Bidder of that variation.

**(N) Incorporation of Responses into agreement** - The successful Bidder, as concluded by NABARD, shall sign an agreement of Concurrent Audit with NABARD. NABARD may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder into the final agreement. NABARD may require a successful Bidder to submit, before negotiation of the agreement, details of issues which may affect their ability to act as a Bidder.

**(O) Precedence of Documents** - If there is any inconsistency between the terms of this RFP and any of its appendices, schedules or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

**(P)** No extension of time will be permitted if the bidder is facing difficulty or facing technical issues in uploading the document beyond the time specified for closure of tender.

**(Q) Governing Laws & Dispute Resolution**-The RFP and selection process shall be governed by and construed in accordance with the laws of India **and shall be subject to exclusive jurisdiction of Courts in Mumbai only.**

**(R) Arbitration**

- i. In the event of there being any dispute or difference arising between the parties the same shall be referred to the **CGM, Inspection Department, NABARD, Mumbai Head Office** whose decision in writing, shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the **Arbitration and Conciliations Act, 1996** or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.
- ii. The venue of the arbitration shall be Mumbai and the language of arbitration shall be English. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, **be paid half and half by each of the parties.** The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.
- iii. All disputes which are not covered under Arbitration shall be subject to the legal jurisdiction of the Court at Mumbai only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.
- iv. During the arbitration proceedings, the Vendor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank.

**(S) Bidder also warranties to take following responsibilities, if awarded the work**

- i. to pay monthly remunerations to the manpower deployed
- ii. will replace the person, if so required, if the performance of a person placed in NABARD premises is found unsatisfactory.
- iii. will bear all tax liabilities as applicable and is responsible in filing returns to any Government department if applicable.
- iv. shall ensure compliance with provisions of minimum wages Act, EPF Act, ESI Act and such other Acts and rules in force, as may be applicable with regard to provision of necessary auditing services.

- v. shall be governed by all the relevant Laws including Labour Laws, Minimum wages Act, the Provident Fund Act, the ESI Act, as applicable from time to time.
- vi. Shall maintain the Data Secrecy and will keep the data in office premises in the manner prescribed by the Bank.
- vii. Shall provide hand holding support to next awardee of work contract for such a reasonable period as may be required.
- viii. NABARD reserves the right to reject any or all bid without assigning any reason. Further, NABARD is not binding itself to accept the lowest or any bid/ tender at all. The rates quoted by the bidder/ tenderer should be able to demonstrate the capability of the tenderer to deliver the contract at the offered price. Abnormally low bids / rates will be subject to analysis by NABARD. If required, NABARD may also call written clarification from bidder.

#### **(T) Others**

- i. The manpower placed in NABARD should be able to audit in digital/core banking environment.
- ii. The firm will provide necessary identity cards to persons placed with NABARD. They are expected to maintain office decorum, discipline, well behaved, wear formal dress/footwear, and not engage in telephone/mobile conversation/ chatting unnecessarily.
- iii. The team is required to carry out the auditing work without any delay in keeping with office instructions/guidelines. The observations shall be reported in writing to the concerned sections/departments (as per system) and the non-complied with/unsatisfactory complied observations to be reported with Inspection Department periodically in the returns prescribed for the purpose. They are also required to attend periodical meetings/trainings/workshops arranged by Bank.
- iv. At present accounting is being done in CORE banking (NABCBS /Other systems) as also manual systems, wherever applicable.
- v. The fee will be paid on submission of monthly / quarterly / half yearly / yearly audit reports in respect of different departments namely Accounts, Finance, Treasury, DPSP, HRMD and HRMD Bills and other departments at Head Office.
- vi. TDS will be deducted for any payment made by NABARD, as per applicable provisions of Income Tax Act/Rules.
- vii. The scope and coverage of Concurrent Audit in different Departments of HO is furnished in the Scope of Work attached separately under Section-VI, which is based on extant instruction / guidelines in vogue. The selected firm will be required to carry out the auditing work as per the scope of work defined therein for Head Office departments only.

## **Section-V**

### **Process to be adopted for Evaluation of the Bids**

1. The evaluation of the bids received will be made on the basis of a techno-commercial evaluation. Quality and Cost Based Selection (QCBS) methodology would be adopted for evaluation and award of the tender. The detailed methodology is given in this Section. Further, methodology for evaluation of multiple L1 bidder is given in Section VII.
2. All responses will be placed in front of an Internal Evaluation Committee (IEC) constituted for this purpose in NABARD.
3. The evaluation would be done in two stages. In the first stage, only the ‘Technical Bids’ will be opened in the presence of an internal bid opening committee and Technical Bids in respect of only those bidders who fulfill the eligibility criteria indicated in Section-II will be considered for technical evaluation.
4. Thereafter all eligible firms will be called for making a presentation before the internal committee.
5. Financial bids of those bidders, whose Technical Bids have been evaluated and who have made a presentation before the committee will be opened. Financial Bids of firms not making the presentation will not be considered.
6. The eligible technical Bids will be evaluated on the basis of technical details and points will be awarded on the basis of:
  - i. Number of years since the Firm established as on 31.3.2026.
  - ii. Firms having Head Office/branch at Mumbai to have correspondence/meeting with the firm.
  - iii. Average Annual Revenue/Turnover (Amount in ₹ 10 crore) for last 3 years (2023-24, 2024-25 & 2025-26)
  - iv. Number of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract & sub-contract staff), having experience of auditing in banks/financial institutions as on 31.03.2026.
  - v. Experience of the Firm in conducting Concurrent Audit of PSU Banks / Private Banks (As on 31.03.2026).
  - vi. Experience of the Firm in conducting Concurrent Audit in RBI / AIFI (As on 31.03.2026).
  - vii. Experience of the Firm in conducting Concurrent Audit in Digital/ CBS Environment (As on 31.03.2026).
  - viii. Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System (As on 31.03.2026).
  - ix. Presentation

**A. Technical Assessment (70% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for technical evaluation including marks awarded for presentation.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received.
- iii. Full 70 marks will be awarded to the bidder getting the highest marks i.e. 70% of 100. Similarly, proportionate marks will be awarded to absolute value quoted by other bidders.

**B. Financial / Commercial Assessment (30% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per financial bid.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the lowest quote.
- iii. Full 30 marks will be awarded to the bidder quoting the lowest price i.e. 30% of 100. Similarly, proportionate marks will be awarded to absolute value quoted by other bidders.

**C. Overall Assessment for calculation of L1:**

- i. Marks scored in Technical Assessment and Commercial Assessment will be added.
- ii. The bidder scoring the highest marks will be L1.

**D. Offer of Contract**

1. The offer of contract will be made as decided by the Internal Evaluation Committee.
2. The acceptance of the offer by the selected Firm will be communicated to NABARD by acknowledgement of second copy of the offer duly signed by the authorized signatory of the firm and deposit ISD (Initial security Deposit). The ISD will not bear any interest and will be refunded after complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER.
3. Non-acceptance of the offer may lead to forfeiting the Earnest Money Deposit (EMD) of the Firm.
4. On acceptance of offer by the firm, they will execute an agreement with NABARD and start the work of concurrent auditing from 01 October 2026 or any other date as may be decided. To carry out the audit work smoothly from 01 October 2026, the firm will be required to deploy its manpower immediately upon award of work to acquaint itself with the audit process being followed by the existing chartered accountant firm, for which no remuneration will be given by NABARD.

**E. NABARD reserves the right to:**

- Reject any or all responses received in response to the RFP without assigning any reason whatsoever.
- Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- Waive or change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be notified in GeM portal through corrigendum before the closure of the bid date.
- Extend the time for submission of all proposals and such an extension would be communicated on the GeM portal.
- Select the bidder even if a single bid is received as response.
- Share the information / clarifications provided in response to RFP by any bidder, with all other bidder(s) / others, in the same form as clarified to the bidder raising the query.

**F. Evaluation criteria for Technical Bid:** (Marks will be awarded on the basis of information & documents submitted under technical bid by the bidder as per para 6 of Section II)

<b>Sl. No.</b>	<b>Criteria</b>	<b>Points</b>	<b>Total points</b>
1.	<b>Number of years since the Firm established as on 31.3.2026</b>		<b>15</b>
	<b>(i)</b> Minimum 10 Years	5	
	<b>(ii)</b> Above 10 years to 20 Years	8	
	<b>(iii)</b> Above 20 years to 30 Years	10	
	<b>(iv)</b> Above 30 Years	15	
2.	<b>Firms having its office / branches in --- number of centres as on 31-03-2026</b>		<b>10</b>
	<b>(i)</b> Upto 4 centres (Including Mumbai)	4	
	<b>(ii)</b> Upto 6 centres (Including Mumbai)	6	
	<b>(iii)</b> Upto 8 centres (Including Mumbai)	8	
	<b>(iv)</b> More than 8 centres (Including Mumbai)	10	
3.	<b>Average Annual Revenue (Amount in ` Cr.) for the last 3 years (2023-24, 2024-25 &amp; 2025-26)</b>		<b>15</b>

(i)	Minimum 10.00 crore	5	
(ii)	Above 10.00 crore to 15.00 crore	8	
(iii)	Above 15.00 crore to 20.00 crore	12	
(iv)	Above 20.00 crore	15	
4.	<b>Number of full-time professional staff (excluding typists, stenographers, computer operators, secretary/ies and subordinate staff, contract &amp; sub-contract staff), having experience of auditing in banks/financial institutions as on 31.03.2026</b>		<b>10</b>
(i)	Upto 60 persons	4	
(ii)	More than 60 to 100 persons	6	
(iii)	More than 100 to 200 persons	8	
(iv)	More than 200 persons	10	
5.	<b>Experience of the Firm in conducting Concurrent Audit in RBI/ All India Financial Institutions/ PSBs as on 31-03-2026</b>		<b>10</b>
(i)	Minimum 10 years	4	
(ii)	More than 10 years to 20 years	6	
(iii)	More than 20 years to 30 years	8	
(iv)	More than 30 years	10	
6.	<b>Experience of the Firm in conducting Concurrent Audit of PSU/ Private Banks as on 31-03-2026</b>		<b>10</b>
(i)	Minimum 10 years	4	
(ii)	More than 10 years to 20 years	6	
(iii)	More than 20 years to 30 years	8	
(iv)	More than 30 years	10	
7.	<b>Experience of the Firm in conducting Concurrent Audit in Digital / CBS Environment as on 31-03-2026</b>		<b>5</b>

<b>(i)</b>	Upto 5 years	2	
<b>(ii)</b>	More than 5 years to 10 years	3	
<b>(iii)</b>	More than 10 years to 15 years	4	
<b>(iv)</b>	More than 15 years	5	
<b>8.</b>	<b>Experience of the Firm in conducting Concurrent Audit in Risk Based Auditing System as on 31-03-2026</b>		<b>5</b>
<b>(i)</b>	Upto 5 years	3	
<b>(ii)</b>	More than 5 years	5	
<b>9.</b>	<b>Presentation by Bidder</b>		<b>20</b>
	<b>Total (1 to 9)</b>		<b>100</b>

## Section-VI

### Scope of Work

#### **Background:**

Reserve Bank of India (RBI) set up the Agricultural Refinance Corporation (ARC) in 1963 to work as a refinancing agency for providing medium term and long-term agricultural credit to support investment credit needs for agricultural development. In 1975 this institution was renamed as Agriculture Refinance and Development Corporation (ARDC) with a view to lay emphasise on developmental and promotional role, besides refinancing activities.

Upon its formation in 1982, NABARD took over the functions of the erstwhile Agricultural Credit Department (ACD) and Rural Planning and Credit Cell (RPCC) of RBI and Agricultural Refinance and Development Corporation (ARDC).

The department-wise items to be seen by the Concurrent Auditors are indicated as per the extant instructions / circulars / guidelines and products / work processes / administrative facilities available to the employees in the bank. The relevant circulars which are quoted in various paragraphs are applicable in the present scenario and the Concurrent Auditors are required to refer to the latest circulars / instructions / guidelines issued from time to time in the Bank. Further, the concurrent auditors are also required to refer to the extant Concurrent Audit Manual (updated upto 31 March 2025) and will be required to refer to the latest version of the same whenever the same is updated by the bank. The Concurrent Audit function of the bank has been digitalized and the audit has to be carried out in the bank's ISoft module of Concurrent Audit.

The brief department-wise scope of work is indicated in the following paragraphs. The list is only illustrative and not exhaustive. Based on the changes in roles and responsibilities entrusted to NABARD, new departments can be created. Further, new items of works can be added based on the changes in roles and responsibilities of these departments in future, and Concurrent Auditors need to audit the same as per extant guidelines. Apart from this scope of work, the Concurrent Auditors need to undertake need based audit assigned by Inspection Department, NABARD, Head Office due to additions / changes in the work of the NABARD or based on the instructions of Top Management of NABARD/ requirement of regulator during the period of contract.

The details are indicated below:

#### **1. Department of Refinance (DoR)**

The Department of Refinance (DOR) deals with short term and long-term refinance functions of NABARD. DOR mainly deals with:

- A. **Short term refinance** for production credit activities contributing to food security
- B. **Medium term and long-term refinance** for investment credit activities for giving a boost to private capital formation in agriculture, Medium Term

- Refinance for rescheduling of Short Term Loans, Long Term Loans to State Governments for contributing share capital of cooperative banks
- C. Direct Loans to Co-operatives

CAC needs to check the following:

### **A. Investment Credit**

#### **General for all types of drawals**

- i. Whether the interest rates applied and repayment schedule drawn is as per the prevailing instructions.
- ii. Whether the voucher is supported by original drawal application/ scrutiny note duly sanctioned by competent authority.
- iii. Whether the details of release are in conformity with the Scrutiny note.
- iv. Whether rate of interest and due dates of interest are indicated in the disbursement notes.
- v. Whether repayment schedule is within the loan period and rate of interest is applied accordingly.
- vi. Whether Govt. Guarantee/ Pledge of FDRs/ Gov. Securities obtained and the availability / value of such FDRs have been physically verified.
- vii. Whether Credit Exposure Norms in respect of agencies at standalone level and group level also combined exposure norms- all three subsidiaries of NABARD to single common entity are adhered to.
- viii. Whether credit risk premium as applicable is considered.
- ix. Credit exposure norms adopted during F Y 2025-26 or as per extant instructions / guidelines needs to be followed.
- x. Delegation of Powers for sanction / release of refinance are to be followed as per Circular No. 158/ DOR-49/ 2020 dated 08 June 2020.
- xi. Product-wise guidelines need to be followed at the time of release of refinance under various products as per extant circulars / guidelines of the Bank.
- xii. Checking of Calculation of cost differential for funds under NRLM and similar cost of funds provided under such schemes, if any.

### **2. State Projects Department (SPD)**

The State Projects Department (SPD) provides loans from the Rural Infrastructure Development Fund (RIDF) with the sole objective of giving low-cost fund support to State Governments and State-Owned Corporations. Initially, only State Governments were eligible to borrow out of RIDF on project basis. However, with effect from 1st April 1999, Panchayat Raj Institutions (PRIs), Non-Governmental Organizations (NGOs), Self-Help Groups (SHGs), etc. are also made eligible to borrow out of RIDF. NABARD created a department called 'Department of Storage and Marketing (DSM)' on 03 September 2012 to administer the funds allocated by Government of India for supporting the creation of warehouse infrastructure for scientific storage of food grains in the country. The Department managed two funds, viz., Warehouse

Infrastructure Fund (WIF) and Food Processing Fund (FIF) and the same was merged with SPD from FY 2025-26.

All proposals need to be routed through Nodal Department of concerned State Governments. CAC needs to check the following at the time of release:

**A. Release of expenditure incurred under OE-Miscellaneous Fund, OE-Consultation Fees, Study and Training and OE-Business Promotion Fund**

- i. Whether the expenditure incurred is within the limit approved for the fund and if it exceeds, whether revised approval of the competent authority is in place.
- ii. Whether the bills/invoices supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the bank details of the beneficiary are correct and is as per the request of the client
- v. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD

**B. Interest subvention under LTIF**

- i. Whether rate of interest subvention is calculated as per the LTIF funding arrangement.
- ii. Whether the demand is made on the outstanding loan amount.
- iii. Whether actual number of days in a quarter has been considered while calculating interest subvention.
- iv. Whether bank details in the demand letter have been mentioned correctly.
- v. Whether due date for payment is indicated correctly in the demand letter.
- vi. Was the leap convention followed, if applicable?
- vii. Vetting projected liability statement calculations submitted by ministries for budget preparation, ensuring compliance with extant guidelines. This includes verifying that the number of days and anticipated repayments are accurately considered in the computation process and confirming that the subvention amount is calculated based on the reduced outstanding loan amount after factoring in repayments.

**C. Interest Subvention under MIF**

- i. Whether rate of interest subvention is calculated as 3% of the outstanding loan amount.
- ii. Whether actual number of days in a quarter has been considered while calculating interest subvention.
- iii. Whether bank details in the demand letter have been mentioned correctly.
- iv. Whether due date for payment is indicated correctly in the demand letter.
- v. Whether the demand is made on the outstanding loan amount.
- vi. Was the leap convention followed, if applicable?

- vii. vetting projected liability statement calculations submitted by ministries for budget preparation, ensuring compliance with extant guidelines. This includes verifying that the number of days and anticipated repayments are accurately considered in the computation process and confirming that the subvention amount is calculated based on the reduced outstanding loan amount after factoring in repayments.

#### **D. Warehouse Infrastructure Fund (WIF)**

##### **I. Projects sanctioned to State Governments on RIDF mode:**

System and procedure of drawal of fund will be on the lines of RIDF. (Cir. No. 113/DSM-1/2014 dated 01 July 2014)

##### **II Projects sanctioned under PLR based lending to public/private sector entities**

- i. Whether the project is operating in more than one state. If 'YES' then the projects are to be handled directly by SPD, HO.
- ii. Whether the securities/ documentation have been carried out as per the T&C of sanctions.
- iii. Whether the repayment period is assessed based on the cash flow specific to the project as it may vary from 7 years to 10 years and above. iv. Whether the rate of interest on the loan is based on the risk rating done for the implementing agency and the tenure of the loan. (Cir. No. 125/DSM-7/2018 dated 30 May 2018)
- iv. Whether delegation of power has been ensured as per extant guidelines.

#### **E. Food Processing Fund (FPF)**

The fund has been allocated by GoI for providing affordable credit to agro- processing units in Designated Food Parks. The type of the projects sanctioned are as under:

- i. Projects sanctioned to State Governments and State-Owned Entities (with Government Guarantee) on RIDF mode. System and procedure of drawal of fund will be on the lines of RIDF.
- ii. Projects sanctioned under PLR based lending to entities promoted by GoI, Joint Ventures, SPVs, Coops, Federation of Coops, FPOs, Corporates, Companies and entrepreneurs etc.
- iii. The projects in single state to be handled by RO while multi state projects are to be handled directly by SPD, HO. The releases to be made as per FPF SOP contained in Cir no 87/SPD-07/2025 dated 27 March 2025.

## **F. Release of expenditure incurred for Dynamic Kisan Bhandar App by SPD HO**

- i. Whether the expenditure incurred is within the approved limit and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the bills/invoices supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD.
- v. Whether the bank details of the beneficiary are correct and is as per the request of the client.

## **3. Project Finance Department (PFD)**

Project Finance Department (PFD) is dealing with direct finance products such as NABARD Infrastructure Development Assistance (NIDA), Credit Facility to Marketing Federations (CFF), Dairy Infrastructure and Development Fund (DIDF), Fisheries Aquaculture and Infrastructure Development Fund(FIDF) and the new product, Rural Infrastructure Assistance to State Governments (RIAS) . The projects under PFD are sanctioned at HO.

Term loan, composite loan or cash credit is sanctioned depending upon the nature of the project. Rate of interest, repayment schedule, margin, quantum of loan assistance etc. vary from project to project. Therefore, scrutiny note prepared by the department has to be checked thoroughly with reference to terms and conditions of sanction of each project. Concurrent Auditor has to be diligent while certifying the fact that the CAC has verified all the documents submitted by the applicant, before release of the loan

CAC should check the provisions contained in relevant circulars at the time of release of amount.

### **A. NABARD Infrastructure Development Assistance (NIDA)**

- i. Whether the borrowing entity is eligible under NIDA guidelines?
- ii. Whether the activity financed is eligible?
- iii. Whether the facility is sanctioned by the competent authority as per extant DoP?
- iv. Whether the sanction terms and conditions and pre-disbursement conditions of the project have been fulfilled?
- v. Whether legal vetting has been conducted for the loan and security documents executed in respect of the project
- vi. Whether charge on the assets of the borrower has been registered with RoC / CERSAI within the stipulated time?
- vii. Whether the drawal scrutiny note is as per prescribed format and drawal is supported by expenditure invoices/utilisation certificate by competent authority?

- viii. Whether the quantum of outstanding loan amount and margin amount in drawal is as per approved ratio in the sanction?
- ix. Whether the entries are made in CLMAS correctly? (Repayment tenor as approved in sanction note)
- x. Whether drawal note is approved by competent authority as per extant DoP?
- xi. When there is a delayed payment, whether penal charges is charged as per extant guidelines? Whether waiver of penal charges is authorized by the competent authority?
- xii. Approval of calculation of accrued interest in the case of interest rate resetting

## **B. Credit Facilities for Marketing Federations/ Cooperatives and Corporations**

- i. Whether the borrowing institution is eligible under CFF guidelines?
- ii. Whether acceptance of terms and conditions of sanction and execution of documents is completed within the stipulated timelines as per CFF Policy /SOP?
- iii. Whether disbursement is made only after valid and complete documentation.
- iv. Whether the rate of interest is as decided by ALCO as per the terms and conditions of sanction?
- v. Whether legal audit has been conducted wherever applicable and observations arising therefrom have been complied with?
- vi. Whether security charge (wherever applicable) has been registered with ROC/CERSAI within the stipulated timeframe?
- vii. When there is a delayed payment, whether penal charges are charged as per extant guidelines? Whether waiver of penal charges is authorized by the competent authority?

## **C. Animal Husbandry Infrastructure Development Fund (AHIDF)**

Dairy cooperatives are eligible for loans under AHIDF from NABARD. Whether the activity is eligible.

- i. Whether sanction letter has been duly accepted by the borrower and kept on record?
- ii. Whether all the security documents have been executed properly and charges including mortgages created, wherever applicable, as per terms of sanction.
- iii. Whether all the security documents have been examined/ vetted by a legal expert and his opinion on the enforceability of the same kept on record. Whether action has been taken on the observations of the legal expert.
- iv. Whether our charges, wherever applicable, have been registered with CERSAI/ ROC (within the stipulated time).
- v. Whether equitable mortgage has been notified to the Central Registry with the details (wherever applicable).
- vi. Whether title verification (in case of mortgages) in respect of immovable

properties carried out by advocate and his opinion on the title, marketability and enforceability kept on record. (any adverse observation in the report as well as actions initiated should be listed here)

- vii. Whether valuation reports wherever stipulated have been obtained and kept on record. Is the valuation as revealed in this report is in line with the value taken at the time of sanction.'
- viii. Whether certificate from a Chartered Accountant of borrower, regarding the borrower's contribution (wherever stipulated) obtained and kept on record.
- ix. Whether satisfactory arrangements have been made for adequate insurance cover for the securities charged covering the stipulated risks (wherever stipulated)
- x. Whether pre-disbursement field visit, if required, has been undertaken and report has been kept on record.
- xi. Any adverse observations in the field visit report and comments on remedial/ corrective measures for the same.
- xii. Whether all necessary/ stipulated pre-disbursement conditions satisfied/ fulfilled, and O-i-C Certificate has been forwarded to HO.

#### **D. Fisheries and Aquaculture Infrastructure Development Fund (FIDF)**

State Governments and Union territories are eligible for loans under FIDF. Following parameters need to be ensured while allowing the first drawal under FIDF. (BID HO circular no.18/BID-01/2020 dated 16 January 2020).

- i. Whether the drawal application is received from the Finance department of the State Government duly signed by authorized official of Finance dept
- ii. Whether RBI mandate has been executed before disbursement
- iii. Whether the sanction letter and terms and conditions were accepted by the State Government
- iv. Whether all the pre-disbursement terms and conditions were complied with
- v. Whether the drawal is within the borrowing limit fixed under Article 293(3) of the Constitution
- vi. Whether release of the loan was approved by the delegated authority
- vii. Whether the repayment period is fixed as per the terms and conditions of the sanction letter and maximum repayment period is 12 years
- viii. Whether the ROI fixed is as prescribed in the guidelines and Tripartite MoA of GoI
- ix. Whether the entries are made in CLMAS correctly
- x. In case drawal is less than ₹ 500 crore, whether approval of BID CGM taken for relaxing lot size requirement

#### **E. Rural Infrastructure Assistance to State Governments (RIAS)**

- i. Whether the activity proposed in the project/ programme is an eligible activity under RIAS?
- ii. Whether the loan has been sanctioned by the competent authority?

- iii. Whether the mandate under RIAS has been registered by the State Government with the RBI?
- iv. Whether the sanction terms and conditions of the project have been fulfilled, and disbursement has been made after fulfilment of pre-disbursement conditions?
- v. Whether the drawal scrutiny-note is as per HO format, indicating all necessary sanctioned details?
- vi. Whether the disbursement was approved by the competent authority as per extant policy/ SOP?
- vii. Whether penalty has been calculated correctly as per terms and conditions of the sanction, in case of delayed payment of principal and/ or interest.

#### **4. Government Schemes Department (GSD)**

GSD acts as a subsidy channelizing agency for various Govt. of India schemes and Interest Subvention Scheme, Kisan Credit Scheme (KCC).

##### **A. Subsidy Schemes**

- i. Whether release of subsidy of Rs. 10,000/- and above has been subjected to pre audit.
- ii. Whether sanction of subsidy is done by appropriate authority to whom the power has been delegated, and it is duly recommended by Project Sanctioning Committee constituted as per the HO instructions.
- iii. Whether Advance subsidy claim in respect of Agricultural Marketing Infrastructure scheme (AMI) is duly processed in ENSURE portal and all necessary documents and terms and conditions have been adhered to.
- iv. Whether the claim is submitted by controlling office of the bank with necessary certification.
- v. Whether Joint Monitoring Inspection (JMI) report recommending release of final subsidy has been received.
- vi. Whether all the observations of JMI have been complied with and certified to this effect by the concerned branch along with the final claim of subsidy is submitted.

##### **B. Interest Subvention Scheme**

While recommending claims of interest subvention, Concurrent Auditor may examine following aspects:

- i. Whether Interest Subvention is extended for only crop loan / working capital loans for AH/Fisheries component of KCC.
- ii. Whether loan availed under KCC in respect of post-harvest/ consumption, maintenance of farm equipment, Term loan investment etc. are covered under the claim which are not eligible.
- iii. Whether Interest Subvention @ 2% for Small and Marginal farmers is extended for

- iv. loan availed against warehouse receipts through KCC for the period of six month only. Whether banks have submitted season-wise claims i.e. separate claim for Kharif and Rabi as per the annexure III A and IIIB as per the HO circular along with a certificate of Statutory Auditor.
- v. Whether the claims are delayed on account of statutory audit - banks are allowed to submit the claims with certificate of Chartered Accountant.
- vi. Whether interest subvention is made available for the interest amount of loan from the date of disbursement and actual date of repayment fixed by the bank.
- vii. Whether prompt disbursement / release of settled amount to claimant banks has been done after confirmation received from HO.
- viii. Whether interest subvention claim is sanctioned to SCARDB towards crop loan disbursed by them (GoI has disallowed such claims).

## **5. Corporate Planning Department (CPD)**

The Corporate Planning Department (CPD) of NABARD undertakes the key responsibility of integrating various functional departments of the organization. It is the window through which NABARD interfaces with the Government of India on policy related matters and with various international bodies for funding of developmental projects.

Concurrent auditors may examine the following items of work being attended to by the department:

- A. Expenditure related to State Credit Seminar
- B. Expenditure related to printing and distribution of potential linked credit plans and other publications
- C. Expenditure related to Bi-monthly structured meetings of DDMs
- D. DDM monthly expenses booked / claimed outside HRMS.

Following aspects should be available in all the expenditure cases.

- i. Whether the original claim and supporting documents are enclosed with the sanction note.
- ii. Whether the claim received from the vender / agency was inwarded in the claim Inward Register and cross reference number was recorded on the original claim of the bank.
- iii. Whether claims were settled in a reasonable time. It may be ascertained form the date of receipt and date of release of the grant.
- iv. Whether the budget aspects (total budget, expenditure already incurred, available budget after the present claim) are recorded on the scrutiny note.
- v. Whether the head of account to be debited is recorded in the scrutiny note. Whether expenditure is booked in the same head of account.
- vi. Whether the current account details, wherein the amount is to be remitted, is indicated in the scrutiny note.
- vii. Whether the delegation of power is indicated & release is made accordingly.

## 6. Department Microfinance and Financial Inclusion (DMFI)

MCID deals with various projects like SHG Bank Linkage Programme, JLG Programme, Training & Capacity Building of various stakeholders, WSHGs programme of Govt of India for backward & left wing affected districts in the country, Publication of Handbook on SHG Bank Linkage Programme in India, digitization of SHG data (E-Shakti) in selected 250 districts, etc. The CAC needs to check the following at the time of releases:

### A. Release of Grant- Pilots/Projects

- i. Whether the request for release is received by giving relevant details.
- ii. Whether the scrutiny of request for release application is as per of the Terms and conditions of sanction and preparation of Release Note is in order.
- iii. Whether the sanction of release is as per the delegation and is by the competent authority.
- iv. Whether the release schedule drawn out, is as per the sanctioned terms.
- v. Whether the bank details of the beneficiary are correct based on the request of the client/beneficiary **and is in conformity with the KYC details.**

### B. Release of expenditure incurred for Training/ Studies/ others

- i. Whether the expenditure has been approved by competent authority and is incurred within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the request of release of grant is as per sanction letter.
- iii. Whether the expenditure, approved by the competent authority, is as per delegation of power under a particular Fund.
- iv. Whether the GST/ IT/ bank account details of the Implementing Agency are correct and is as per the request of the client.

## 7. Farm Sector Development Department (FSDD)

The Farm Sector Development Department (FSDD) was created out of NABARD's erstwhile Development Policy Department - Farm Sector. Following in-house and outside agencies funds are managed by FSDD and under these funds grant based activities are supported:

### A. In-house funds

- Watershed Development Fund
- Tribal Development Fund
- Farm Sector Promotion Fund

- Producer Organization Development Fund (PODF)
- PODF-ID
- Climate Change Fund

## **B. Outside agency funds**

- Adaptation Fund
- Green Climate Fund
- National Adaptation Fund for Climate Change
- PRODUCE Fund
- CSS on promotion and formation of 10000 FPOs

Concurrent auditors may check the following aspects during the course of audit relating to various activities:

- i. **Delegation of powers:** Whether the financial sanction to the project and releases is accorded by competent authority as per delegation of powers under respective fund.
- ii. **Pre-audit:** Release of any grant/subsidy assistance above ₹10000/- is subject to pre-audit.
- iii. **Accounting entries:** Whether the grant released is booked under proper head of account as per existing instructions of FSDD/AD, HO.
- iv. Concurrent Auditors are required to check specific terms and conditions as per sanction letters and relevant guidelines of various projects before release.

## **8. Rural MSME Department (RMSMED)**

To improve the impact of NABARD assistance to rural non-farm sector, the GVN policy has been prepared by the bank for promotion of handlooms, handicrafts and other rural crafts and other allied economic activities in rural areas with a view to promoting integrated rural development and securing prosperity of rural areas. The Operational guidelines of GVN were issued vide circular No. 153/OFDD-03/2017 dated 23 June 2017. OFDD provides grant assistance to channel partners for promotional programmes under Gramya Vikas Nidhi (GVN). Concurrent auditors may examine the following aspects while auditing the expenditure under GVN.

Concurrent auditors may examine the following aspects during audit:

- i. Whether entries for sanction of proposal are being made in CLMAS immediately after sanction of proposal or same is being made with considerable delay or at time of release of instalment.
- ii. Whether claim and supporting documents are uploaded in ECM.
- iii. Whether the claim has been processed through workflow in CLMAS.
- iv. Whether the supporting documents are complete and enclosed with the claim.
- v. Whether appropriate Head of Account is recorded in the scrutiny note, and expenditure is booked in the same head of account.

- vi. Whether budget aspects, (total budget, expenditure already incurred, available budget after the present claim) are recorded in the scrutiny note.
- vii. Whether Delegation of power is indicated and release is made accordingly.
- viii. Whether the KYC of the agency is complete and bank account details, IFS Code wherein the amount is to be remitted through RTGS / NEFT is indicated in the scrutiny note.
- ix. Project-wise terms and conditions needs to be followed while releasing the instalments.
- x. Whether delegation of powers is being followed as per the latest policy circular issued by RMD regarding delegation of powers for the respective fund.

## **9. Department of Economic Analysis and Research (DEAR)**

The grant is released under Research and Development Fund for Projects/ Studies, Seminars, Occasional Papers, Chair Unit, Training and Others i.e., ODI, Summer Internship Scheme, Committee, Outsourcing, Publication/ Monograph etc.

While undertaking the voucher audit following aspects may be examined.

- i. Whether the bills/invoices/utilisation certificate supporting the expenditure are in order.
- ii. Whether claim received from the bank/ agency was inwarded in the claim Inward Register and cross reference number was recorded on the original claim of the bank.
- iii. Whether claims were settled in a reasonable time. It may be ascertained from the date of receipt and date of release of the grant.
- iv. Whether budget aspects (total budget, expenditure already incurred, available budget after the present claim) are recorded in the scrutiny note.
- v. Whether head of account to be debited is recorded in the scrutiny note. Expenditure is booked in the same head of account.
- vi. Whether account details of the bank wherein the amount is to be remitted is indicated in the scrutiny note.
- vii. Whether the bank details of the agency are correct and are as per the request of the client.
- viii. Whether delegation of power is indicated and release is made accordingly.
- ix. Whether TDS, GST and GST-TDS have been deducted, wherever applicable.
- x. Whether agency has accepted all the terms and conditions of sanction by signing on the duplicate copy of the sanction letter or by executing an agreement on non-judicial stamp paper as required.
- xi. Whether KYC documents have been obtained as per ID circular.
- xii. Specific instructions / terms and conditions indicated in the sanction letter for various schemes like conduct of seminar, Student Internship Scheme, Grameen Chintan Scheme, conduct of studies, NABARD Chair Unit, etc. may be followed at the time of release.

## **LIBRARY**

NABARD Expenditure Rules No.62, 63 and 64 prescribe that the expenditure will be sanctioned by OICs of ROs/TEs for purchase of books in libraries attached to ROs/TEs; by Rajbhasha Prabhag HO for Hindi books at HO as well as ROs/TEs.

### **Check List for Library**

- i. Whether Books purchased are within the budget allotted.
- ii. Whether the expenditure is sanctioned / approved by the competent authority.
- iii. Whether minimum 50% budget is utilized for Hindi books, wherever applicable, and it is recorded in the release note.
- iv. Whether books are entered in Accession Register and it is accordingly certified in the release note.
- v. Whether yearly verification of library books is undertaken and certificate made available to CAC.
- vi. The Central Library procures books, magazines, and journals based on recommendations received from various Head Office Departments, the Chairman, DMDs, CGM DEAR, and other Senior Executives.
- vii. As per the NER 2023, amended on 27 May 2025, proposal for the purchase of books for office / departmental libraries may be approved by the CGM/OIC of the Regional Office (RO) or the CGM/OIC of the concerned Head Office department to which the library is attached. This should be done in accordance with the instructions issued by the CGM In-charge of the Central Library, Head Office.

## **10. Institutional Development Department (IDD)**

As part of its Institutional Development (ID) initiatives, NABARD supports the following institutions:

- A. Rural Credit Cooperatives
- B. State Cooperative Banks (StCBs)
- C. Central Cooperative Banks (CCBs)
- D. Primary Agricultural Credit Societies (PACS)
- E. State Cooperative Agriculture and Rural Development Banks (SCARDBs)
- F. Primary Cooperative Agriculture and Rural Development Banks (PCARDBs)

The sanctions and releases are usually made at the Regional Office as per the delegated powers. However, a few high value payments are made at HO. CAC to check whether such payments are made as per the terms and conditions governing the same. Illustrative aspects to be checked are given below for some of the items of expenditure usually incurred in Institutional Development Department (IDD):

- i. Whether the expenditure incurred is within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.

- ii. Whether the bills/invoices/other documents supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the extant RMD guidelines on DoP/ NABARD Expenditure Rules.
- v. Whether the bank details of the beneficiary are correct and matches as per the request of the ROs, TEs or beneficiary (any other agency).
- vi. Whether the specific instructions / terms and conditions indicated in the sanction letter/ operational guidelines of the respective program/scheme have been followed at the time of release.

### **11. Department of Supervision (DOS)**

The major items of payments are attended at HO. However, a few items can also be attended at RO level, on need basis. Before release of any payment, the CAC should check whether the sanction, releases are as per the eligibility, terms and conditions, guidelines, prescribed by HO/ROs. Illustrative aspects to be checked are given below for some of the items of expenditure usually incurred in Department of Supervision:

- i. Whether the expenditure incurred is within the limit approved for the programme and if it exceeds, whether revised sanction has been approved by the competent authority.
- ii. Whether the bills/invoices/other documents supporting the expenditure are in order.
- iii. Whether the release note is in order.
- iv. Whether the expenditure, approved by the competent authority, is as per the expenditure rules of NABARD.
- v. Whether the bank details of the beneficiary are correct and is as per the request of the ROs, TEs.
- vi. Whether the Pre audit/ Post Audit is done before/after the disbursement.
- vii. Whether the specific instructions / terms and conditions indicated in the sanction letter of the respective programme / item have been followed at the time of release.

### **12. Finance Department (FD)**

Since the inception of NABARD, the Finance and Accounts Department (FAD) had been undertaking the management and accounting of resources of the bank. Subsequently, the department was divided into two independent departments, namely, Finance Department and Accounts Department. The objective behind the segregation was to cater to the enhanced and specialized needs of funds management and accounting.

### **A. Centralised Payment Vertical:**

Centralised Payments and Receipt Vertical (CPR Vertical) was constituted vide HRMD Office Order No.63/2019-20 dated 16 May 2019. The Centralised Payment Vertical (CPV) was subsequently subsumed into Finance Department and Centralised Receipt Vertical (CRV) started functioning under Accounts Department.

With the introduction of CPV, a major portion of work at FAD RO level has been taken over like regular funds indents, various payments to Governments/Client Institutions, receipt of repayments in RO accounts and onward remittance of the same to HO account, voucher accounting, etc.

#### **Checklist for CAC:**

- Late Receipt of Inflows:
  - ✓ Instances where substantial amount of repayments are received after 3.00 pm i.e., trading hours, resulting in loss of income for NABARD as funds cannot be deployed and remain idle in our account
  - ✓ ROs to be sensitized to follow up with the respective clients for timely receipt of repayment in Head Office account.
- BRS in respect of all bank accounts maintained in the department
- Balances in RACST (RBI Current account) statement of CLMAS: Credit balances to be avoided
- CASA for Settlement:
  - ✓ Monitor transactions routed through the intermediary account, ie., CASA for Settlement
  - ✓ Frequency of such out of system payments done through CASA
  - ✓ Whether the credit entry was initiated by the concerned RO/TE/HOD before the amount was debited by FD, HO
- Out of system payments
  - ✓ Reason for such out of system payment
- Sundry Creditors - RTGS and NEFT Return
  - ✓ Time lag between payments returned and final payment after reinitiation
  - ✓ Reason for return - Account closure, Inactive account, KYC not updated, incorrect account details, erroneous Entry in account number / IFSC code at the 'Maker' level.
  - ✓ Ageing analysis
- Accounting and authorization of payment entries
  - ✓ To check whether all transactions pertaining to the day have been accounted for
  - ✓ Whether all transactions accounted were authorized for the respective modules

**B. Retail Vertical:**

Retail PSL Deposit (RIDF, STCRC, STRRB, LTRCF, WIF, FPF, ~~SLF~~)

**I. Mobilization of Deposits:** Mobilization of funds for the various PS Funds i.e. RIDF, STCRC, STRRB, WIF, FPF, LTRCF is made based on indent received from department viz DOR, SPD, DSM. Deposit demand letters are issued to participating banks by giving notice period. In case of STCRC, STRRB and LTRCF, subsequent mobilizations are made when 75% of the funds mobilized under the previous draws are utilized.

**II. Repayment of Deposits:**

Repayment calendar for PS Deposits is prepared for the entire FY at the beginning of year only using the due date diary. Accordingly, approval for repayments to be made during the following month is taken during the last week of the current month using the due date diary.

**III. Quarterly Interest Payment and Balance Confirmation Statement:**

Interest is paid quarterly for LTRC, RIDF, WIF, FPF. For STCRC and STRRB/ the interest is paid half yearly, i.e. March and September. Approval for the quarterly interest amount and balance confirmation is taken usually in the last week of the closing quarter and the letters are sent to the banks after getting the required approval. The interest is usually paid on the first day of the succeeding quarter.

**IV. Special Liquidity Fund (SLF)**

On consideration of liquidity problems being faced by the agricultural and rural sector, RBI has provided the NABARD a Special Liquidity Facility-2 (SLF-2) of ₹25,000 crore (Rupees twenty-five thousand crore only). Repayment of SLF-2 along with interest accrued is done by vertical.

**C. Bonds Section (CGB, RB, BNB, Tax Free Bonds)**

Bonds vertical deals with redemption/ balance reconciliation in terms of BNB, CGB, NRB, Term Deposit and also with annual interest payment of Tax-Free Bonds.

There is unclaimed portion of matured bonds in respect of CGB, NRB, Term Deposit still outstanding along with unclaimed interest on application money in case of BNB. The amount remains unclaimed due to reasons like warrants not presented by the investor or due to income tax/ court orders for stop payments.

Vertical processes reissue cases of unclaimed amount for BNB, NRB, Term Deposit and interest on application money for BNB.

**Checklist for CAC:**

(I) Retail PSL Deposit (RIDF, STCRC, STRRB, LTRCF, WIF, FPF, SLF)

1. Repayment of Deposit: Repayment cases under PSL funds (STCRC, STRRB, LTRCF, WIF, FPF) are pre-audited by CAC before release of Funds.
2. Interest calculation for broken period in case of last installment being released is also pre-audited.
3. Quarterly interest payment made to participating banks under PSL funds are submitted for pre-audit to CAC.

4. Balance Confirmation Letters issued to participating banks confirming outstanding balances under PSL funds are also submitted to CAC.
5. Interest differential calculations (being submitted along with quarterly interest working) and also amount transferred to various funds based on advice received from RBI at the year end are submitted to CAC.
6. Due Date Diary along with CR7 (Interest accrued) and CR8 (Interest Differential) is submitted to CAC.
7. Quarterly closing statements/ Annual closing statements prepared for PSL are audited by CAC.

#### (II) Bonds Section (CGB, RB, BNB, Tax Free Bonds)

1. BRS Balance Reconciliation: For redemption purpose, FD Retail is maintaining 03 accounts with HDFC and 01 accounts with Axis Bank. Reconciliation of the same vis-à-vis bank book is submitted for pre-audit to CAC on monthly basis along with statements of bank accounts received.
2. Balance Confirmation: Statements showing unpaid balances under BNB is received from RTA M/s UTIITSL and same in respect of Tax-Free Bonds is received from RTA M/s Link Intime India Pvt Ltd, on monthly basis. Vertical is making payment to unpaid/ unclaimed investors of BNB based on weekly issue registers being received from RTA M/s UTIITSL. At every month, Balances as maintained with RTA are tallied with our records maintained in CLMAS and NABRAJKOSH. The same is submitted for pre-audit to CAC.
3. Annual interest payment made under Tax Free Bonds: Tax Free bonds issued in 2016 for a period of 10/15 years. Annual interest is paid every year on 23<sup>rd</sup> March based on BENPOS Registers received from RTA M/s Link Intime India Pvt Ltd. Calculations of yearly interest along with register received from RTA is submitted for pre-audit before release to CAC.
4. Quarterly closing statement/Annual closing statement: Statements prepared for quarterly as well as Annual closing including aging analysis / instruments wise outstanding of unpaid interest/ principal/ interest on application money are submitted for pre-audit to CAC.

#### D. Borrowing Back Office

- Pre-audit for Principal and interest amount above ₹ 1.00 lakh
  - i. Bonds (all bonds) – both mobilization and redemption
    - a. a. Stamp duty sanction note, b. To examine the accuracy of interest/principal payment to bondholders, c. TDS applicability, if any, d. Beneficiary position as on record date, e. Provision and accounting the transactions
  - ii. CP –
    - a. Sanction note, b. Provision and accounting the transactions. c. To examine the accuracy of discount cost /principal (FV) payment
  - iii. CD –
    - a. Sanction note, b. Stamp duty payment note, c. Certificate issued by IPA to investors

- iv. Term loans from Banks - at the time of making payment
  - a. Bank Sanction Note, b. Drawal note, c. Payment sanction Note, d. Bank mail confirmation, e. Interest rate, f. Date of reset, g. Accuracy of principal/interest payment on due date
- v. Foreign currency borrowings (from international organizations) – at the time of making payment
- vi. Demand letter from funding agency, b. payment sanction note, c., Calculation sheet of Interest, Hedge cost, Commitment charges, Guarantee fee, Swap charges etc.
  - d. Hedging agreement, e. Mail confirmation towards amount payable to concerned banks
- vii. TMBs (both mobilization and repayment)
  - a. TMB sanction note, b. Cross checking with RMU system data, c. Payment sanction note, d. Interest accrual, accuracy, accounting entries, etc.
- Post-audit for all payments towards service charges, reimbursement etc. for amounts less than ₹ 1.00 lakh payable to depositories, banks, RTA, CAs, Stock Exchanges, IPA, etc.
  - a. Payment sanction note, b. Invoice, c. Terms and conditions of contract/agreement
- Following compliances are sent to CAC depending upon periodicity of returns i.e. fortnightly/monthly/quarterly basis:
  - i. Fortnightly return to RBI for short term resource mobilization.
  - ii. Monthly return on resource mobilization to RBI
  - iii. Monthly return on External Commercial Borrowings. (ECB2)
  - iv. Quarterly return on Guarantee Fee (GFR25) on foreign currency borrowings.
  - v. Monthly return to CPD for foreign currency borrowings.
  - vi. Intimation to stock exchanges as and when interest and principal payment towards bond/CP is made.
  - vii. Monthly No Default Certificate to rating agencies.
  - viii. Issue documents for any new issue of Bond/CP/CD etc.
  - ix. Interest provision calculations pertaining to borrowings
    - x. Provision to be made on quarterly basis (Ex. Foreign currency borrowings)
    - xi. As and when payment is made (Ex. Term loan)
  - xii. Monthly rechecking of daily interest provision accounted for Bonds/CPs/CDs/TMBs.
  - xiii. Bank Reconciliation Statements of SBI
  - xiv. External Commercial Borrowings (ECB3) Returns at the time of payment

## **E. Treasury**

The areas proposed to be covered under Concurrent Audit are listed below:

### **1. Treasury Front Office Operations**

- Compliance to Investment Policy, Derivatives Risk Management Policy, RBI / SEBI guidelines.
- Work Process of Front Office, Mid Office and Back Office and adherence to good practices.
- All items of work attended by Front Office related to Finance Department
- All derivative transactions, compliance with internal processes and compliance with Derivatives Risk Management Policy for Front Office Operations.
- Compliance with all policies including Investment Policy and guidelines of RBI and SEBI on front office related work of institutional borrowings
- Coverage of investment transactions for compliance as per investment policy, approved processes
- Accuracy in preparation of deal slips
- Weekly report on the Front Office transactions should be submitted for being placed before the Investment Committee
- Verification of voice call logs for voice market deals with respect to CPs, CDs, NCDs, GSec, SDLs and T-Bills.
- Verification of voice call logs for derivatives transactions.

### **2. Treasury Mid Office Operations**

- Verification of NABARD's investments at periodical interval
- Risk monitoring– Portfolio, quantitative limits as per Investment policy, etc.
- Weekly report on risk parameters should be submitted for being placed before Investment Committee.

### **3. Treasury Back-office Operations**

- Verification of calculation of interest on investments made and accounting Thereof-Treasury
- Verification of calculations of interest on borrowings outstanding.
- Monthly reconciliation of balances under G-securities
- Non-authentication of the deal slips by the BackOffice
- Submission of monthly reconciliation of Govt. securities, passing of vouchers related to valuation loss
- Shifting of securities between categories etc., (viz. To and from HTM, AFS to HFT, HFT to AFS)
- Delay in obtaining counter party information
- Verification of reporting of voice market transactions to various reporting platforms within stipulated time.
- Checking of monthly income and yield statement.
- Price Scan- Instrument wise.
- Submission of periodic returns to RBI on investment operations and borrowing operations.
- Reporting of Borrowing transactions to CIBIL.

- Accuracy and timeliness of MIS.

#### **4. Treasury Back Office**

- Processing, Checking, accounting, settlement and reconciliation of all Deals/Transactions.
- Daily Reconciliation of individual Security Balances maintained at various application namely NDS-OM, CROMS, and TREPS, CCIL, RBI (IDL) and earmarked securities with the actual balances in books along with the balances with RBI SGL. This will be governed by the Standard Operating Procedure (SOP) approved by the Investment Committee.
- Preparation and submission of all Management Information System (MIS) and other returns and statements to the Management and Regulatory Authorities.
- Preparation of monthly notes, Reports on Investment Valuations.
- Compliance with regulatory guidelines and control of the various operations, systems.

#### **5. Treasury and Borrowings Front office**

- Assessment of requirement of funds and availability of surplus for investment(s)
- Rating of Instrument at the time of investment which shall be vetted and approved by RMD.
- Placing proposals before Investment Committee
- Raising resources through eligible instruments after taking approval of RRC.
- Making investments including trading in eligible securities
- Managing and monitoring adherence to limits
- Ensuring compliance to guidelines contained in Investment Policy
- Reports on Cash flow, trades during the day, dealer wise profit & loss, prudential / regulatory limit adherence
- Report on investment and borrowing activities during the fortnight
- Report on maintenance of call records of transactions and access control to dealing room
- Summary of Deal Slips cancelled/modified
- Review of Various electronic trading facilities viz. Bloomberg, Reuters etc.
- Summary of deals done through Brokers
- Daily verification of transactions of Treasury Front office
- Surprise verification of the adherence to the SOP relating to daily verification of trading balances
- Surprise verification of STD reconciliation

#### **6. Surprise Verification of Dealing Room Transactions**

- i. Verification of Deal Slips.
- ii. Verification of voice call logs for voice market deals with respect to CP's, CD's,

- NCD's, GSec, SDL's and T-Bills.
- iii. Verification of voice call logs for derivatives transactions.
- iv. Verification of Rejection reports from TALMS system.
- v. Access control system of dealing room.
- vi. Intraday and overnight exposure limits as per the limit fixed in the Investment Policy.
- vii. Reporting of OTC deals in "F-TRAC" (Financial Market Trade Reporting and confirmation platform) of CCIL.
- viii. Investment held under HFT category were sold within the mandated 90 days as per RBI master circular.
- ix. Verification of daily transaction report.
- x. Verification of deals done through Empanelled Brokers.
- xi. Rotation of dealers as per the policy.
- xii. Monitoring of Exposure Limit.

## **7. Surprise Verification of Derivatives Transactions**

- Verification of Derivatives transactions
- Verification of voice call logs for derivatives transactions.
- Derivatives Policy updation / approval

## **13. Accounts Department (AD)**

The Accounts Department of NABARD became operational in 2008, following the reorganisation of the erstwhile Funds and Accounts Department (FAD), which had been managing the accounts related work for NABARD since 1982.

The Accounts Department at HO is attending following work:

### **I. Tax – Monthly Payment of Taxes**

### **II. Filing of Tax returns in time**

- ✓ e-TDS
- ✓ GST
- ✓ GST – ITDS
- ✓ Monthly/Quarterly returns, Verification etc.

### **III. Intermediaries Accounts - Status of outstanding position and amount - Age wise classification/ status of entries in Sundry Creditors – Receipts Vertical**

CAC needs to check the following:

### **I. Budget – Revenue and Capital Expenditure**

- i. Whether budget has been prepared covering category-wise expected levels of administrative expenses, based on information from respective departments / sources.
- ii. Whether the assumptions in respect of budget are documented in all detail.

- iii. Whether actual expenditure vis-à-vis provisions as per the budget are reviewed and monitored at prescribed intervals.
- iv. Violation of budget norms, if any, and corrective action taken thereon.
- v. Whether quarterly review of budget vis-à-vis expenditure is prepared.

## **II. Maintenance / Closing of Account**

- i. Checking of Vouchers - 100 percent checking of all Vouchers.
- ii. Verification of Balance Confirmation Statements.
- iii. Checking of NPA classification and calculation of NPA provisioning (Quarterly).
- iv. Checking of all returns sent to different agencies.

## **14. Human Resources Management Department (HRMD)**

After the implementation of HRMS w.e.f. 01 April 2012 all the sanction and disbursement/reimbursement of staff payments/loans are centralised at HRMD, HO. CAC at HO needs to check all the claims of employees settled in Empower on a monthly basis. The CAC needs to check the following:

- i. Verification of all expenses incurred through HRMS as per the extant guidelines issued by HRMD-PPD for various facilities from time to time.
- ii. Cent percent audit of all vouchers for ensuring compliance with the provisions of Applicable Administrative Expenses (AES) Manual and NABARD Expenditure Rules.
- iii. Verification of all books of accounts as per AES Manual, Pre-audit of all third-party payments as per guidelines.
- iv. 100% verification of TDS and GST payments and timely remittance of TDS/GST to the tax authorities.
- v. Reconciliation of Accounts with other banks.
- vi. Vetting of provisions Vouchers /Statements at the time of closing of Books of Accounts and also quarterly provisions.
- vii. Booking of transaction in proper heads of account.

### **Scrutiny of all types of bills for ensuring**

- i. Booking to proper head of account
- ii. Proper sanction of expenditure as per delegated power
- iii. Certification of proper receipt of goods and services

### **Leave & Increments**

- i. Checking sanction of increments & pay fixation.
- ii. Checking of employee wise pay details.

### **Training**

- i. Checking of expenditure incurred on Incentive Scheme for Professional Studies

- ii. Checking of expenditure incurred on training programmes
- iii. Checking of expenditure incurred on other training programmes approved by HO.

### **Audit of payment of salaries**

- i. Checking of calculation of salary
- ii. Checking of calculation of overtime
- iii. Checking of sanction of various advances to staff
- iv. Checking of interest calculation
- v. Recovery of instalments of various advances
- vi. Reconciliation of employee-wise outstanding under various advances with Loan ledgers
- vii. Audit of PF monthly remittance
- viii. Audit of PF monthly reconciliation
- ix. Audit of half yearly interest calculation
- x. Audit of Annual interest payout calculation
- xi. Audit of NPS monthly remittance
- xii. Checking of payment of arrears of salary / pension upon wage revision of employees like work relating to fixation of salary, calculation and payment, Work relating payment of wage arrears to present and retired staff, work relating payment of Gratuity, leave encashment etc., as and when revision takes place and all other payments to retired staff including fixation of pension and updation of pension & arrears as per instructions issued by Government of India & Reserve Bank of India from time to time.

### ***Pension Cell***

- i. Correct compliance with the instructions given in “Memorandum of Instructions on NABARD Pension Regulation, 1993”and subsequent amendments
- ii. Maintenance of Registers
- iii. Calculation of Average Monthly Emoluments (AME) / Pension
- iv. Delay in sanctioning/ communicating/ payment of pension/ family pension
- v. Delay in responding to Credit/ Debit Advice raised by ROs
- vi. Redressal of grievances of pensioners/ family pensioners
- vii. Pre-audit of all superannuation payments

### **Sanction & Release of Housing Loan**

- i. Checking of sanction as per the extant guideline issued by HRMD-PPD for Housing Loan Scheme
- ii. Checking of release of instalments
- iii. Checking of documents
- iv. Checking of calculation of interest
- v. Checking of interest on annual basis

- vi. Reconciliation of Individual Recovery Sheet with General Ledger on a yearly basis

### **Dispensary**

- i. Checking of system followed for purchase of medicines
- ii. Checking up of system followed for settlement of bills
- iii. Ensuring surprise verification of stock

### **Liveries**

- i. Procedure followed for supply of liveries to staff members as per the guidelines issued by HRMD-PPD from time to time

### **Other Items**

- i. Checking of uploading of data in HRMS
- ii. Checking of short/ excess provisions
- iii. Review of entries under Sundry Advances/ Sundry Creditors Account

## **15. Department of Premises, Security and Procurement (DPSP)**

DPSP is the major service department at all the accounting units. As per its nomenclature, it covers all the activities related to premises (i.e. acquisition and maintenance), procurement of all goods and services required for the office, staff quarters and VOF/VEF. It also covers security and protocol related activities. The CAC needs to check the following:

- i. Know Your Customers (KYC) - KYC as per instructions issued by NABARD from time to time is to be obtained from the Vendors, Suppliers and Contractors. etc.
- ii. Pre-audit - Release of administrative expenditure to the third-party involving transaction of ₹50000/- & above at RO/TE and ₹100000/- at HO is subject to pre-audit by CAC.
- iii. Payment as per minimum wages to Contract Staff involving labour service ((Ref: DPSP, HO Cir No.111 dated 23 May 2022) - CAC to ensure that while making payments to contract labourers under AMCs, the instructions contained in DPSP, HO Cir No.111 dated 23 May 2022 are complied with.
- iv. Payment to Landlords in respect of leased premises - CAC to ensure that IT TDS is deducted as per prevailing instructions of CBDT while making payment of lease rent to landlords.
- v. Release of Earnest Money Deposit/Retention Money Deposit/Standing Security Deposit - CAC to ensure that the Debit Entry for release of EMD/RMD/SSD to the vendor/contractor is made against the concerned Entry and transaction number of original credit entry in FAMS.
- vi. Half Yearly verification of Dead Stock Articles/Stationery, Quarterly verification of Crockery & Cutlery, Physical verification and Monetary reconciliation of Dead Stock Article – CAC to ensure Whether

HY/Quarterly verification of Dead Stock Articles/Stationery & Quarterly verification of Crockery & Cutlery is carried out and reports are submitted to CAC, RO/HO.

- vii. Physical verification and Monetary reconciliation of Dead Stock Article is carried out annually as on 31 March and certificate sent to Head Office.

The CAC to check various items whenever claims for following verticals are received for payment:

**I] Dead Stock - Purchases Check List:**

- i. Whether the bills for purchase of assets are paid after proper evidence/certification to their physical supply in good condition e.g. “All the goods have been received as per the order in good condition”.
- ii. Whether the sanction note for payment towards dead stock articles is enclosed to the voucher, bears a reference to the Inventory No. allotted to article and in the Inventory Register and the location of the goods. Whether bar code is affixed on the item.
- iii. The scrutiny note has a mention of warranty / guarantee extended by the supplier, EMD & ISD clauses applicable as per Request for Proposal, etc.
- iv. Whether the sanction of expenditure is as per delegated powers. (NB Expenditure Rules, 2023)
- v. The expenditure may be booked under proper head of account as indicated in NABARD Expenditure Rules 2023.
- vi. Whether sufficient budget is available covering the sanction.
- vii. Whether the case has been pre-audited by CAC before voucher is passed for payment wherever applicable.
- viii. Annual verification of Dead Stock articles has been undertaken along with monetary reconciliation.

**II) Disposal of dead stock items**

- I. Whether the items to be disposed have been certified as unserviceable and beyond economic repairs by the concerned department.
- II. Whether prior approval of the Competent Authority for disposal / writing off the asset has been obtained.
- III. Whether the articles are disposed off as per laid down instructions / sold through quotation process.

- IV. Whether disposal has been recorded in the Inventory Register in FAMS.
- V. Whether Accounting procedure is followed properly or not.

### **III) Stationery – Purchases**

- i. Whether the bills for purchase of stationery are paid only on the basis of proper evidence/certification to their physical supply in good condition e.g. “All the goods have been received as per the order in good condition”.
- ii. The scrutiny note has a mention about EMD amount and its adjustment / refund, wherever applicable.
- iii. Whether the sanction of expenditure is as per delegated powers. (NB Expenditure Rules 2023.
- iv. Stray purchases of stationery articles required urgently or replacement of worn out items and reimbursement of urgent purchases may be approved & sanctioned as per NB Expenditure Rule 2023.
- v. Whether the expenditure is booked under proper head of account as per NABARD Expenditure Rules 2023.
  - vi. Whether IT/GST deduction is made, wherever applicable? Whether tax deducted is paid to the Tax Authority in time.?
- vii. Whether sufficient budget is available covering the sanction.
- viii. Whether expenditure was got pre audited before release wherever applicable

### **General**

- i. Whether approved list of suppliers/vendors is prepared/ updated on biannual / need basis.
- ii. Whether Local Purchase Committee has been constituted by the competent authority.
- iii. Whether Procedure prescribed in Dead Stock & Stationery Manual/Manual on Procurement for purchase of items is followed – calling quotation, quotation register, opening of quotation, preservation of samples, signature of committee members on quotation and samples, placing of order, receipt / refund of EMD, RMD etc.
- iv. Whether CVC instructions on tenders have been observed.
- v. Whether Quotation Register is maintained/updated as per relevant para on Procurement.
- vi. Whether Local Purchase Committee Recommendations are available and are signed by all attendee members.

- vii. Whether all items of Dead Stock individually costing ₹1 lakh and more (₹ 10,000 and more for portable electronic items like laptop, mobile phones etc.) have been capitalised in accordance with the Circular No. AD -7/ 212 / 2011-12 dated 31 October 2011 and Circular No. 27/AD-01/2017-18 dated 08 February 2018.
- viii. Items/articles of small value like ladder, footrests, letter trays, wall clocks, Book rests, tube lights, pocket calculators etc., need not be capitalised. Whether these articles of small value (below ₹10,000) are entered in 'FAMS'.
- ix. Whether Inventory Numbers allocated & displayed on dead stock articles through bar coding.
- x. Whether RO is obtaining dead stock certificate from DDMs on yearly basis.
- xi. Whether annual physical verification and monetary reconciliation has been done.
- xii. Whether annual surprise verification of stationery items has been undertaken

#### **IV] Computer Installations – DIT**

- i. For purchase of computers, laptops, printers, etc. similar procedure as Dead Stock is to be followed. However, it has to be ensured that the items purchased are in conformity with IT policy decided by DIT, HO. and in accordance with Guidelines for procurement of IT Hardware / Software issued from time to time.
- ii. In case procurement is with 'Buy back'/ 'exchange' clause, the scrutiny note has a mention that the buy-back items have been given to the supplier and the same are marked off from the inventory register.
- iii. Whether Bank account details are recorded in the release note for correct payment.
- iv. Whether KYC details of the supplier along with bank account details PAN/ GST registration details are recorded in scrutiny note.
- v. Whether the sanction of expenditure is as per delegated powers. vi. Whether sufficient budget is available covering the sanction.

- vi. Whether before passing the voucher for payment the case has been pre-audited by CAC.
- viii. Whether e-waste disposal is done in accordance with prevalent guidelines.

## **V] Printing works**

While auditing the bills for payment to printers CAC may audit/check following aspects:

### **Bill Settlement Check List:**

- i. Whether Bills received from the printers are entered in the Bill Inward Register, cross reference of inward number is made on the bills, and they are settled in reasonable time.
- ii. The certification to the effect that supplies are as per samples is recorded.
- iii. Whether Bank account details, are recorded in the release note for correct payment and deduction of TDS/GST is made at applicable rates.
- iv. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.
- v. Whether before payment the case has been pre-audited by CAC.

### **General**

- i. Whether a list of approved printers is prepared on biannual basis.
- ii. Whether quotations are called for from the approved printers and entered in 'Quotations Register'.
- iii. Other General conditions under 'Dead Stock' head are also applicable.

## **VI] Photocopying:**

Photocopying work is being done in two ways. A] Some ROs have entered into rate contract with the agency and photocopying work is done by keeping record of number of pages. B] In some ROs the Agency keeps their Xerox machines in the Bank and based on the meter readings in respect of number of copies payment is made as per the agreed rate.

- i. Whether Bills received from the agency are entered in the Bill Inward Register, cross reference of inward number is made on the bills and they are settled in reasonable time.

- ii. Scrutiny note contains a certificate to the effect that the bill has been verified for its accuracy and the claims made are found to be correct. The claim is as per the terms of the contract.
- iii. There is a proper system of recording number of copies Xeroxed and steps have been taken to minimise possible slippages.
- iv. Deduction of TDS & GST & GST-TDS, if applicable is made at applicable rates.
- v. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.
- vii. Whether pre-audit of expenditure was got done wherever required.

### **General**

- i. Whether a list of approved agencies is prepared on biannual basis.
- ii. Whether quotations are called for from the approved agencies and entered in 'Quotations Register'.
- iii. Other General conditions under 'Dead Stock' head are also applicable.

### **VII] Lounge and Staff Canteen**

#### **Purchase of Cutlery, Crockery, Utensils etc.**

##### **Check List:**

- i. Whether the bills for purchase of Cutlery, Crockery, Utensils, etc. are paid only on the basis of proper evidence/certification to their physical supply in good condition.
- ii. Whether the scrutiny note for payment towards the articles certifies that they have been handed over to the contractor against proper acknowledgment and have been entered into the inventory of items supplied to the contractor
- iii. Whether Bank account details are recorded in the release note for correct payment and deduction of tax at applicable rates.
- iv. Whether the sanction of expenditure is as per delegated powers. v)  
Whether sufficient budget is available covering the sanction.
- v. Committee approach adopted for purchasing of stray items. In case of bulk purchases quotations are being called.

- vi. Whether pre-audit was got done wherever required.

**VIII] Settlement of monthly bill for supply of Tea/Coffee Check List:**

- i. Whether the rates applied in the bill are as per agreement entered into with the contractor.
- ii. Whether Bank account details are recorded in the release note for correct payment.
- iii. Whether bills are settled in time.
- iv. Whether TDS/GST/GST-TDS deducted wherever applicable.
- v. Whether TDS/GST/GST-TDS is remitted to concerned authority in time and tax certificates is issued to the party.
- vi. Whether the sanction of expenditure is as per delegated powers.
- vii. Whether sufficient budget is available covering the sanction.
- viii. Whether pre-audit was got done wherever required.

**General**

- i. Whether quotations are being called for the purpose and selection of contractor is made after following due process given under dead stock head.
- ii. Whether Agreement is executed with the contractor for running a staff canteen in the office premises. Agreement is signed by both the parties with no blanks left for filling and it is duly stamped.
- iii. Whether periodical Physical verification of equipment/furniture/crockery cutlery provided to the caterer is undertaken.
- iv. Auditor may record their observations on general cleanliness and hygiene standards in the audit register.

**IX] Diesel gen-set**

- i. In some ROs gen-set is purchased and for its day-to-day operations AMC is entered into.
- ii. In other cases, the supplier installs his gen-set and provides backup electricity supply whenever required.
- iii. CAC may go through the terms of contract and examine / audit the aspects as applicable.

### **Purchase of Diesel Check List:**

- i. Whether the bills for purchase of Diesel are paid only on the basis of proper evidence/certification to the effect that physical supply has been received?
- ii. Whether the bill is as per the terms of the contract?
- iii. Whether Scrutiny note for purchase of Diesel indicates the stock of Diesel available and likely consumption? The purchase has to be authorised by the designated person.
- iv. Expenditure is booked under proper head of a/c i.e. Electricity charges a/c – office.
- v. Whether the sanction of expenditure is as per delegated powers.
- vi. Whether sufficient budget is available covering the sanction.

### **General**

- i. Whether Diesel Register is maintained indicating diesel purchases, consumption and balance.
- ii. Whether AMC for maintenance of gen set is entered into with approved and reputed vendor.
  - iii. Whether Fire prevention system in gen set room is available?
  - iv. Whether used oil of Gen-set is disposed off in time and does not get accumulated in Gen-set room.

### **X] Office Car**

If bank car is available at accounting unit, concurrent auditor may examine/ audit the following aspects:

#### **Purchase of Petrol/Diesel & Repairs**

- i. Whether the bill is supported by the requisitions issued by the authorised person from the RO/HO.
- ii. Whether the rate applied is correct.
- iii. Whether prior approval for repair was obtained together with estimates from the service centre.
- iv. Whether Bank account details are recorded in the release note for correct payment.
- v. Whether the bill has been duly certified for satisfactory repairs done.
- vi. Whether the sanction of expenditure is as per delegated powers.
- vii. Whether sufficient budget is available covering the sanction

## **General**

- i. Whether original valid RC books of bank's vehicle is on record and Insurance, PUC, etc. renewal is undertaken on time.
- ii. Whether Log book of car is maintained with proper signatures and purpose of visit & names of officers who have used the vehicle is entered.
- iii. Whether Petrol Register is maintained and average kmpl. being verified.
- iv. Whether Repairs Register is maintained with all the required details? Whether services from authorised or approved Service Station are utilised.
- v. Whether Accessories Register maintained to safeguard the accessories.

## **XI] Annual Maintenance Contracts (AMCs)**

Accounting unit may avail following services for smooth working in the office and residential premises e.g.

1. Security – office as well as residential
2. Cleaning and maintenance of premises
3. Pest controlling
4. Gardening
5. Fire extinguishers
6. Plumbing
7. Carpentry
8. Garbage removal
9. Water supply – mineral water / tankers
10. Courier
11. Newspapers and periodicals
12. BMO
13. Hospitals
14. Annual Health Check-up
15. Druggist and chemist
16. Tea and coffee
17. Snacks and lunch
18. TV channels
19. Photocopying

20. Elevators maintenance
21. Water cooler maintenance
22. Air conditioners
23. Electrical fittings and fixture
24. Computer installation
25. Telephone maintenance
26. Gen set - rental
27. Gen set – own – AMC
28. Water purifier / Aqua guard
29. Summer coolers
30. Hiring of vehicles
31. Internet services
32. Video Conferencing
33. Computer LAN maintenance
34. CCTV Cameras
35. Scanning / X –Ray machines
36. Access Control System
37. Invertors
38. VOF

Concurrent auditor may audit / check following issues in respect of AMC:

- i. AMCs are awarded after following due quotation process. In case of renewal of AMC, it is renewed on the basis of satisfactory services and with the same terms and conditions including rate.
- ii. Whether the bill submitted by the service providers is properly certified by the concerned department to the effect that satisfactory services have been provided for the period covered under the bill.
- iii. The bill conforms to the periodicity as per the terms of the contracts.
- iv. Whether the rates applied are as per the terms of the contract?
- v. Whether AMC Register, as prescribed in the AES Manual, incorporating details like name of the party, area of work, period of AMC, amount

payable, periodicity of payments and PAN details are available at accounting unit?

- vi. In case of non-availability of PAN details, TDS is deducted @ minimum 20% or as per the highest rate as applicable.
- vii. Whether Bank account details are recorded in the release note for correct payment.
- viii. Whether the sanction of expenditure is as per delegated powers? Whether sufficient budget is available covering the sanction?

### **General**

- i. AMCs for all the services are executed/renewed in time, preferably before the commencement of the financial year.
- ii. AMCs are executed for the full financial year from 1 April to 31 March, wherever applicable.
- iii. Machines proposed to be covered under AMC are not under warranty period.
- iv. Whether the record of warranty/guarantee period is available in RO/HO Department.
- v. AMC is executed on the stamp paper of required amount.
- vi. TDS, GST tax, etc. guidelines are adhered to.
- vii. Wherever applicable Minimum Wages are ensured.

### **XII] Insurance of Banks property**

Accounting units have to insure all its buildings, dead stock articles, vehicles and in some cases serving employees also (in NER and disturbed areas). Concurrent auditor may audit / examine the following aspects:

- i. Whether the Insurance expenditure is booked for the concerned year only.
- ii. Whether quotations are called for before selection of Insurance Company.
- iii. Whether expenditure is booked under proper head of accounts i.e. "Insurance a/c – Premises" or "Insurance a/c – Dead Stock Articles"
- iv. Whether expenditure is sanctioned by appropriate authority (as per rule 11.4 of NER 2023 by AGM, DPSP).
- v. Whether there is a gap in the period covered under the policy.

- vi. Whether Bank's building and machinery and other dead stock items, including Electronic Equipments to be insured as per Banks's Policy issued vide IOM No. 3453-3488 dated 25 March 2022, i.e. insurance coverage of Bank's property (Premises) and Dead stock items to be taken on Reinstatement/Replacement value basis .Dead stock items at DDM & cluster offices are also to be insured at Reinstatement/ Replacement value basis.
- vii. Whether timeliness and appropriateness (Tsunami, riots, earthquake, theft etc.) of the policy is adhered to.
- viii. Whether policy period synchronised with financial year.
- ix. Whether policy for office premises, staff quarters & employees, if applicable, is obtained.
- x. Whether insurance policies are kept under proper custody and scan copies are preserved properly for use, in case of need.

### **XIII] Utility Services**

Bank is incurring expenditure towards Electricity Charges, Water Bill, Telephone Bill, Internet Bill, Property Tax, Piped gas, etc. Expenditure under these heads is supported by the Bills raised by the concerned Authorities.

#### **Check List:**

- i. Whether proper record is maintained by the Section to avoid double payment?
- ii. Whether the bills are certified for its validity and correctness from the supervisory officials?
- iii. Whether the bills are paid in time to get the benefit of discount, wherever extended? In case of delay the fact may be recorded in audit observations.
- iv. Whether the bills are sanctioned by the competent authorities (Rule NER 11.2 - by AGM,), expenditure is booked under proper head of accounts {"Rent, Rates, Insurance, Lighting etc. a/c"} and the expenditure is within budget?
- v. Whether deposit paid to the service provider is getting adjusted in monthly bills?
- vi. Whether the telephone bill in respect of phone provided at residence of CGM is paid by RO. (It is reimbursed through HRMS)

#### **XIV] Leased Flats:**

In terms of Rule No 11.1 of NER 2019, OICs of accounting unit are empowered to approve any proposal to take residential accommodation on lease/leave and licence basis in accordance with the instructions/norms prescribed by HRMD, HO.

Committee approach is followed to finalise the accommodation for taking on lease basis. The committee may include OIC, GM / DGM, AGM (Admn.) and a representative of the Officers' Association.

#### **Payment of Lease Rent**

- i. Whether lease rent is paid as per the Lease Agreements to all the landlords on time?
- ii. Whether expenditure is sanctioned by appropriate authority (NER 2023 -11.1) and booked under proper head of account ("Rent, Rates, Insurance etc)
- iii. Lease rent may include only rentals for accommodation and amenities provided therein.
- iv. The Grade-wise ceiling for lease rent to be borne by the Bank is prescribed by HRMD, HO, from time to time
- v. Lease Rent ceiling for DDMs shall be as per the latest provisions of HO guidelines.
- vi. The payment of Interest Free Rent Deposit, in any case, shall not exceed 06 months' rent. This amount shall be adjusted against six months' rent either during first or last six months of the initial period lease period depending on the local practice and willingness of the landlord. (Compendium of Instructions on Allotment of Residential Accommodation)

#### **Brokerage**

Payment of brokerage for acquiring flats on lease should be discouraged normally. If it is, however, to be paid shall be restricted to amount not exceeding one month's rent. In case of sponsored flat, if payment of brokerage is involved, it shall be paid provided the sponsoring officer obtains prior permission of the Bank to engage services of a broker. Such brokerage shall be paid directly to the broker after the same is certified

by the landlord and the officer. (Compendium of Instructions on Allotment of Residential Accommodation)

## **XV] CRDS**

CAC shall have to audit the payments made to Postal Authorities towards Post Bag/Box charges, Franking machine refilling, Speed post charges, etc.

### **Check List:**

- i. Whether Scrutiny note towards payment of post box charges/ courier charges/ speed post charges (in case of credit facility) is supported by a demand letter, acknowledgement receipts, details of letters delivered duly scrutinised and certified by the section as regards its correctness?
- ii. Whether head of account (Postal Charges a/c), sanctioning authority (AGM – Rule 46) for refilling the franking machine, record maintained for daily transactions and balance left in the account may be verified.
- iii. The expenditure towards Speed Post may be verified on the basis of receipts issued by the postal authorities.
- iv. Bills from the Courier agency may be certified by the section for its correctness and the period covered in the bill.
- v. The expenditure has been sanctioned as per the delegated powers and it should be within the budget provided for.
- vi. In case RO is maintaining Petty / Imprest cash monthly surprise verification is being done as prescribed in Chapter 2 for petty cash and Chapter 3 for Imprest Cash of Accounts Manual for Administrative Expenses.

## **XVI] VOF**

### **Check List:**

- i. Whether proper Guest Register is maintained by the contractor pertaining to occupants of the VOF.
- ii. Whether VOF rent is collected as per Circular No. NB. HRMD. PPD / C 11 / VOF Inst/ 2010-11 dated 18 March 2011.
- iii. Whether record of 'Kits' supplied to the occupants is maintained.
- iv. Monthly Bill for the running of VOF is sanctioned by the competent authority. The bill is certified to the effect that satisfactory services have been rendered by the VOF contractor.

## **XVII] SPORTS CLUB**

Recognised Sports/Recreation club is eligible for payment of Annual grant in-aid as per the policy. Presently it is eight times the total collections of annual contribution / subscription received from the members during the previous financial year.

### **Check List:**

- i. CAC may scrutinise the claim received (audited accounts) from the Sports Club based on the Audited accounts submitted by them for the previous year.
- ii. The expenditure has been sanctioned as per the delegated powers and is within the budget provided for.

## **16. Department of Information Technology (DIT)**

DIT HO as well as ROs are required to adhere to the procurement guidelines/manual as well as NABARD Expenditure Rules on matters relating to Procurement. The Bank's Policy covers audit of the bank's IT systems to be conducted by internal as well as external IS Auditors. Following aspects are required to be examined during the course of the Concurrent Audit.

### **A. Purchase of IT assets**

- i. Whether the Desktop, Laptops, Printers, AIOs and other computer peripherals were procured as per the guidelines of DIT, HRMD Procurement Policy and DPSP procurement manual.
- ii. Whether the bills for purchase of assets are paid after proper evidence/certification to their physical supply in good condition e.g. "All the goods have been received as per the order in good condition".
- iii. In case procurement is with 'Buy back' / 'exchange' clause, the scrutiny note has a mention of buyback items that have to be given to the supplier/vendor.
- iv. Whether the sanction note for payment towards dead stock articles is enclosed to the voucher, bears a reference to the Inventory No. allotted to article and in the Inventory Register and the location of the goods.
- v. The scrutiny note has a mention of warranty / guarantee extended by the supplier, EMD & RMD clauses applicable as per Request for Proposal, etc.
- vi. Whether the sanction of expenditure is as per delegated powers. (NABARD Expenditure Rules).
- vii. Whether the expenditure has been booked under proper head of account as indicated in NABARD Expenditure Rules.
- viii. Whether sufficient budget is available covering the sanction.
- ix. Whether annual physical verification of all IT assets has been conducted by DIT and discrepancies, if any, have been reported and resolved.

## **B. Disposal of IT dead stock items**

- i. Whether the items to be disposed have been certified as unserviceable and beyond economic repairs by the concerned department.
- ii. Whether prior approval of the Competent Authority for disposal / writing off the asset has been obtained.
- iii. 3. Whether the articles are disposed off as per laid down instructions / sold through quotation process.
- iv. Whether disposal has been recorded in the Inventory Register.
- v. Whether Accounting procedure is followed properly or not.
- vi. Whether the old IT assets were disposed off as per E Waste Policy. and the disposal was done through:
  - o Authorized e-waste recyclers/vendors.
  - o Following Quotation/tender process as per procurement policy.
- vii. Whether CPCB/MPCB-approved E-waste recycling or dismantling certificates have been obtained from the authorized vendor

## **17. Rajbhasha Prabhag**

Rajbhasha Prabhag was constituted in NABARD for ensuring implementation of Official Language policies of Government of India (GOI) and provisions of the Official Languages Act, 1963 (as amended in 1967) and those of the Official Languages Rules, 1976. Rajbhasha Prabhag ensures implementation of Official Language (OL) policies of GoI and issues instructions to offices/departments for achieving the targets prescribed by Government of India vide the Annual Time-bound Programme. The concurrent auditor may audit the following aspects pertaining to Rajbhasha Prabhag during the voucher audit:

- i. Whether advertisements, tenders, etc. (items covered under rule 3 (3) of Official Language Act) issued by Regional Office were in Hindi or bilingual.
- ii. Whether the expenditure relating to purchasing of books and organizing workshops/ Hindi programmes are sanctioned by competent authority, booked under proper head of account as prescribed in NABARD Expenditure Rules, 2023 and supported by relevant bills and sanction note.

## **18. Department of Subsidiaries and Strategic Investments (DSSI)**

<b>Audit</b>	<b>Work</b>	<b>Scope-</b>	Alternative	Investment	Funds/Strategic
		Investments/Subsidiaries			

- i. Scrutiny of Sanction and Disbursements are made as per the guidelines.
- ii. Checking of all security dealing entries and Journal Vouchers and ensuring proper accounting.
- iii. Pre-audit of every disbursement related to DSSI

- iv. Checking of quarterly provisions and valuations of all the portfolios. (AIF/SI/Subsidiaries)
- v. Checking of monthly income and yield statement of AIF Funds.
- vi. Checking of KYC documents pertaining to Strategic and AIF Investments.

### **19. Department of Digital Strategy and Innovation (DDSI)**

- i. Whether the sanction of expenditure is as per delegated powers. (NABARD Expenditure Rules).
- ii. Whether the expenditure has been booked under relevant head of account as indicated in NABARD Expenditure Rules with clarification from Accounts Department (AD) wherever required.
- iii. Whether sufficient budget is available covering the sanction in a particular GL/ER Codes in NABCBS.
- iv. Whether the invoice submitted is in order (Address, GST No, signature of Authorized signatory, correct HSN/SAC code, etc.)
- v. Whether the invoice processing is done as per the T&C of the PO/WO, Service Level Agreement (SLA)/Licensed Software Delivery Agreement (LSDA)/Managed Services Agreement/Cloud Subscription Agreement signed between Vendor and NABARD.

### **20. Risk Management Department (RMD)**

#### **Asset Liability Management**

##### **1) Committee Meetings**

- ALCO met at least every month.
- The department convened special ALCO meetings as and when necessary to revise interest rates depending on market situation.

##### **2) Policy**

- For measuring and managing net funding requirements, the use of maturity ladder and calculation of cumulative surplus or deficit of funds at selected maturity dates has been adopted.
- Cash flows were placed in different time buckets based on the behavioral analysis, trend analysis or variance analysis with approval of ALCO.
- The tolerance levels for negative mismatch stipulated in the Policy was adhered to.
- The ALCO discussed an explanation of any breach of the above limits along with a time bound action plan so as to bring the Bank into compliance, within the prescribed tolerance limits.

- The Structural Liquidity Gap Statement (Dynamic) additionally considering the commitments, likely disbursements during the next 3 months, based on budget targets and contingent fund requirements, for monitoring the funding requirements was discussed.
- A Contingency funding plan was prepared at the beginning of the year, with the approval of the ALCO, to withstand any adverse liquidity condition.
- Developed an internal rating system with the approval of MRMC for CPs/NCDs.
- Assigned internal rating in respect of investments in CP.

### **3) Monitoring**

- The ALCO monitored the interest rate risk on the assets and liabilities both from earning perspective and economic value perspective, on a monthly basis, using Traditional Gap Analysis and Duration Gap Analysis.
- Stress Testing / Scenario Analysis was carried out on a half yearly basis.
- The impact of prepayments and other options was also taken into account in stress testing/scenario analysis.
- The assumptions made for undertaking the exercise including rise or decline in interest rates or changes in the yield curve were carefully reviewed and documented.
- Monitoring of investment made in CPs was done.
- Investments made in Corporate Bonds were monitored by Mid office.
- Mid Office ensured continuous monitoring of the rating migration of the firms at regular intervals i.e. on quarterly basis.

### **4) Review**

- Review of investment portfolio was done on daily basis.
- Review and empanelment of brokers was done
- Mid Office undertook annual review of brokers and furnished the review report.
- Mid Office undertook half yearly review of mutual funds and furnished the review report.
- Mid Office reviewed the PVo1 limits on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office reviewed the MTM limits of Equity Mutual Funds on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office reviewed the Modified Duration Limits of Investments on daily basis as per the limit prescribed in the MRM Policy.
- Mid Office monitored that the maximum limit of investments held in HFT (excluding the investments made in Debt Mutual Funds) did not exceed 300 crores.
- Legal certainty and validity of collateral may be verified in the NABCBS

- Date of expiry of drawal and disbursement schedule entered may be verified in line with product specific Policies and SOPs

## **5) Internal reporting**

- In case a serious issue got discussed in the Normal ALCO meeting, the same was brought to the notice of the Deputy Managing Director and Chairman forthwith without waiting for the formal minutes to be prepared for the meeting.
- The Structured Liquidity Gap statement was prepared.
- The Interest Rate Sensitivity Gap Report was generated.

## **6) Process Compliance**

- In case certain important aspects such as pricing of refinance and direct finance products, other lending options, etc., were deliberated / decided, the quorum included Chairman or DMD, 3 CGMs from HODs, CGM or GM of RMD, Accounts and Finance Departments.

## **7) Compliance**

- The maximum amount of tradable investments and Short Term Deposits that can be invested did not exceed 20 percent of the total assets as of 31st March of Previous Year.
- The maximum holding period in respect of the Held for Trading (HFT) Category Securities did not exceed 90 days, as prescribed by RBI.
- Held for Trading (HFT) and Available for Sale (AFS) were included as Trading Book and Held to Maturity (HTM) as Banking book.
- Mid Office reviewed the VaR on a daily basis and noted that the VaR for CP, CD, NCD, Equity, MF, GSEC, SDL, T-BILL was within the limits as specified in MRM Policy.
- MF - The risk indicators (credit risk, interest rate risk and liquidity risk) were monitored.
- Corporate Bonds -Internal rating done before making investments in Corporate Bonds.
- The methodology adopted for preparation of Structural Liquidity Statement (SLS) and Interest Rate Sensitivity statements (IRS) were approved by the competent authority and the assumptions/ preparation of the same was found to be correct.

## **8) Adherence to exposure norm**

- Monitored the adherence to exposure limits.
- Mid Office provided daily analysis of investment activities including exposure limits.

## **21. Co-operative Sector Development Department**

### **A. Sanction /disbursement**

**CAC to check whether payments are made as per the terms and conditions governing the same. Following broad guidelines may be used while releasing the payments**

1. Sanction/disbursement has been made as per the guidelines of CSDD & CDF.
2. The Fund has been released through proper Head of Account
3. Accounting procedures are being adhered to
4. Sanction of expenditure/disbursements was accorded as per delegated powers
5. Amount released are in conformity with the terms and conditions of sanction.
6. Compliance with guidelines related to TDS/GST/other applicable taxes is ensured in all applicable cases

### **B. Compliance of following guidelines/instructions**

1. Central Government/ Comptroller and Auditor General of India, external agencies (if any)
2. KYC guidelines issued by ID, HO
3. Observations of Concurrent Audit/ Statutory Audit
4. RBI Inspection/ Inspection by ID, HO, NABARD

## **22. Secretary's Department**

### **A) Payment to Vendors/Individuals:**

- a) All payments cases (made through FAMS) to vendors/individuals of ₹1,00,000/- or above is subjected to preaudit by CAC.
- b) All payments cases (made through FAMS) to vendors/individuals below ₹1,00,000/- will be post-audited by CAC.

### **B) Taxation related matters to be checked regarding IT-TDS**

- i) IT-TDS to be deducted under the under correct section and correct rate.
- ii) TDS amount is rounded-off to the next higher ₹10.
- iii) Specified person as per IT guidelines to be checked.
- iv) Adhere to AD Circular on IT-TDS and other instructions issued from time to time.

### **C) Taxation related matters to be checked regarding GST and GTS-TDS**

- a) Check applicability of GST-TDS and deduct accordingly.
- b) Ensure that GST under RCM for Board of Directors
- c) Ensure that GST is correctly selected: CGST + SGST or IGST.

### **D) Verification of KYC / AML documents**

### **23. Other Departments**

Apart from above, a few departments like, Corporate Communications Department (CCD), Department for Data Management Analytics and Business Intelligence (DDMABI), Inspection Department (ID), Strategic Planning and Product Innovation Department (SPPID), Law Department (LD), Department of Climate Action and Sustainability (DCAS), CISO Office and Central Vigilance Department (CVD). All the bills above ₹1,00,000/- (Rupees One Lakh) needs to be pre-audited by CAC and the bills below ₹1,00,000/- needs to be post audited. It needs to be also ensured that the expenditure is booked under proper Head of Account.

## **Section-VII**

### **QCBS Evaluation Criteria – In case of Multiple L1 bidders**

In case of multiple L1 bidders, the broad criteria for evaluation of the bids would be as per Quality and Cost Based Selection (QCBS). The GeM portal uses a "Run L1" feature, which utilizes a pseudorandom number generator algorithm to randomly select one of the tied L1 bidders.

## Section-VIII

(Format - To be executed on Non-Judicial Stamp Paper of ₹500/- by all bidders)

### INTEGRITY PACT

Between

**National Bank for Agriculture and Rural Development**

**(NABARD)** hereinafter referred to as “**The Buyer**”

And

..... hereinafter referred to as “**The Bidder**”

#### Preamble

The Buyer intends to award, under laid down organizational procedures, contract/s for ..... . The Buyer values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### Section 1 – Commitments of the Buyer

(1) The Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:

a. No employee of the Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Buyer will, during the tender process treat all Bidder(s) with equity and reason.

The Buyer will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Buyer will exclude from the process all known prejudiced persons.

(2) If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

#### Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Buyers, if any.
  - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

### **Section 4 – Compensation for Damages**

- (1) If the Buyer has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Buyer has terminated the contract according to Section 3, or if the Buyer is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to EMD.

### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors**

- (1) In case of Sub-contracting, the Buyer Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Buyer will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Buyer will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Buyer obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

- (1) The Buyer appoints competent and credible Independent External Monitor for this Pact after approval by the 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 this agreement.

The Independent External Monitor appointed for NABARD is:

Dr. Rabindra Kumar, IFoS (Retd) Bhagirathipuram, GMS Road Dehradun 248001, Uttarakhand Email: rabindra_us@yahoo.com
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- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Buyer and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

## **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

**Section 10 – Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Buyer, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

BUYER  
Name of the Officer  
Designation  
NABARD

BIDDER  
Chief Executive Officer  
Organisation

Witness  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Witness  
1. \_\_\_\_\_  
2. \_\_\_\_\_

## **Section IX**

### **DECLARATION CERTIFICATE**

I / We do hereby declare that there is no case with the Police / Court / IRDA / SEBI / Regulatory authorities against the proprietor / firm / partner / employee.

Also, I / We have not been suspended / delisted / blacklisted by any Govt. Ministry / Department / Public Sector Undertaking / IRDA / SEBI / Autonomous Body / Financial Institution / Court.

We certify that neither our Company / firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby declare that we are not currently engaged in NABARD as Statutory Auditors / Information System Auditors.

We hereby declare that none of our partners are currently appointed as Director on the Board of Directors (BOD) of NABARD.

We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the work as mentioned in this RFP.

### **Signature of the Authorized Signatory with Seal**

(To be submitted on Letter Head of the firm)

**Section-X**

**Non-Disclosure Agreement Form**

(On bond paper value ₹500, to be submitted by successful bidder only)

This Non-Disclosure Agreement made and entered into at ..... this.....day of ..... 2026

**BY AND BETWEEN**

..... Company Limited, a company incorporated under the ..... Act, ..... having its registered office at ..... (hereinafter referred to as the Implementation partner, which expression unless repugnant to the context or meaning thereof be deemed to include its permitted successors) of the ONE PART.

**AND**

National Bank for Agriculture and Rural Development, a body corporate established under an act of Parliament, viz., National Bank for Agriculture and Rural Development Act, 1981 having its registered office at NABARD Head Office, C-24, "G" Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400051 (hereinafter referred to as "NABARD" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the OTHER PART.

The Bidder and NABARD are hereinafter collectively referred to as "the Parties "and individually as "the Party"

**WHEREAS:**

1. NABARD is engaged in Banking business and floated a Request for proposal for engagement of concurrent auditors at Head Office.
2. \_\_\_\_\_ (hereinafter referred to as Bidder) has through an RFP process, bid for the work and in the course of such assignment, it is anticipated that NABARD or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Bidder some Confidential Information (as hereinafter defined), to enable the Bidder to carry out the aforesaid exercise (hereinafter referred to as " the Purpose").
3. The Bidder is aware and confirms that the information, data and other documents made available in the Agreement /Contract and thereafter regarding the services delivered in this RFP or otherwise shall remain confidential.
4. The Bidder is aware that all the confidential information under the Bid documents or those shared under the terms of this Agreement or Contract is privileged and strictly confidential and or proprietary to NABARD.
5. For the purpose of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other. Therefore, in consideration of covenants and agreements contained herein

for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.

6. Receiving Party means who receives the confidential information.
7. Disclosing Party means who discloses the confidential information.

**NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the above premises and NABARD granting the Bidder and or his agents, representatives to have specific access to NABARD property / information and other data it is hereby agreed by and between the parties hereto as follows:

### **1. Confidential Information**

- (i) “Confidential Information” means all information disclosed/furnished by NABARD or any such information which comes into the knowledge of the Bidder during the course of engagement, whether orally, in writing or in electronic, magnetic or other form for the limited purpose of enabling the Bidder to carry out the assignment, and shall mean and include data, documents and information or any copy, abstract, extract, sample, note or module thereof, explicitly designated as "Confidential";

Confidential Information also includes, without limitation, information relating to installed or purchased Disclosing Party material or hardware products, the information relating to general architecture of Disclosing Party’s network, information relating to nature and content of data stored within network or in any other storage media, Disclosing Party’s business policies, practices, methodology, policy design delivery, and information received from others that Disclosing Party is obligated to treat as confidential. Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or agents is covered by this agreement.

- (ii) Information such as (i) intellectual property information; (ii) technical or business information or material not covered in (i); (iii) proprietary or internal information relating to the current, future and proposed products or services of NABARD including, financial information, process/flow charts, business models, designs, drawings, data information related to products and services, procurement requirements, purchasing, customers, investors, employees, business and contractual relationships, business forecasts, business plans and strategies, information the Parties provide regarding third parties; (iv) information disclosed pursuant to this agreement including but not limited to Information Security policy and procedures, internal policies and plans and Organization charts etc.; and (v) all such other information which by its nature or the circumstances of its disclosure is confidential.

- (iii) “Intellectual Property Rights” means any patent, copyright, trademark, trade name, design, trade secret, permit, service marks, brands, propriety information, knowledge, technology, licenses, databases, computer programs, software, know-how or other form of intellectual property right,

title, benefits or interest whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

- (iv) The Bidder may use the Confidential Information solely for and in connection with the Purpose and shall not use the Confidential Information or any part thereof for any reason other than the Purpose stated above.
- (v) Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within fifteen days of such disclosure.
- (vi) Confidential Information does not include information which:
  - a) Is or subsequently becomes legally and publicly available without breach of this Agreement.
  - b) Was rightfully in the possession of the Bidder without any obligation of confidentiality prior to receiving it from NABARD, or prior to entering into this agreement, the Bidder shall have the burden of proving the source of information herein above mentioned and are applicable to the information in the possession of the Bidder.
  - c) Was rightfully obtained by the Bidder from a source other than NABARD without any obligation of confidentiality,
  - d) Was developed by for the Bidder independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence.
  - e) The Bidder knew or had in its possession, prior to disclosure, without limitation on its confidentiality;
  - f) Is released from confidentiality with the prior written consent of the other party.
- (vii) The Bidder shall have the burden of proving hereinabove are applicable to the information in the possession of the Bidder.
- (viii) Confidential Information shall at all times remain the sole and exclusive property of Disclosing party. Upon termination of this Agreement, Confidential information shall be returned to the Disclosing Party or destroyed at its directions. The destruction of information if any, shall be witnessed and so recorded, in writing, by an authorised representative of each of the Parties. Nothing contained herein shall in any manner impair or affect rights of the Parties in respect of the Confidential Information.
- (ix) In the event Bidder is legally compelled to disclose any Confidential Information, Bidder shall give sufficient notice of 45 days to NABARD to prevent or minimize to the extent possible, such disclosure. Bidder shall disclose to third party i.e. any Confidential Information or the contents of this Agreement without the prior written consent of NABARD. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the System Integrator will apply to its own similar confidential information but in no event less than reasonable care. The

obligations of this clause shall survive the expiration, cancellation or termination of this Agreement.

## **2. Non-disclosure**

The Bidder shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Bidder who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Bidder shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to prevent unauthorized use or disclosure. The Bidder agrees to notify NABARD immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement.

Notwithstanding the marking and identification requirements above, the following categories of information shall be treated as Confidential Information under this Agreement irrespective of whether it is marked or identified as confidential:

- a. Information regarding 'NABARD' and any of its Affiliates, customers and their accounts ("Customer Information"). For purposes of this Agreement, Affiliate means a business entity now or hereafter controlled by, controlling or under common control. Control exists when an entity owns or controls more than 50% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity; or
- b. Any aspect of NABARD's business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right; or
- c. Business processes and procedures; or
- d. Current and future business plans; or
- e. Personnel information; or
- f. Financial information.
- g. Capital adequacy computation workings

## **3. Publications**

The Bidder shall not make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, including references whether through media, social network or otherwise, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of NABARD.

## **4. Term**

This Agreement shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by NABARD, whichever

is earlier. The Bidder hereby agrees and undertakes to NABARD that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further as directed NABARD promptly return or destroy, under information to NABARD, all information received by it from NABARD for the Purpose, whether marked Confidential or otherwise, and whether in written, graphic or other tangible form and all copies, abstracts, extracts, samples, notes or modules thereof. The Bidder further agrees and undertake to NABARD to certify in writing to NABARD that the obligations set forth in this Agreement have been fully complied with. Obligation of confidentiality contemplated under this Agreement shall continue to be binding and applicable without limit in point in time. The Bidder agrees and undertake to treat Confidential Information as confidential for a period of [five (5)] years from the date of receipt and in the event of earlier termination of the Contract/Agreement, the Parties hereby agree to maintain the confidentiality of the Confidential Information for a further period of [two (2)] years from the date of such early termination.

### **5. Title and Proprietary Rights**

Notwithstanding the disclosure of any Confidential Information by NABARD to the Implementation partner, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with NABARD.

### **6. Return of Confidential Information**

Upon written demand of the Disclosing Party, the Receiving Party shall (i) cease using the Confidential Information, (ii) return the Confidential Information and all the copies, abstracts, extracts, samples, notes, modules thereof to the Disclosing Party within seven (07) days after receipt of notice, and (iii) upon request of Disclosing Party, certify in writing that the Receiving Party has complied with the obligations set forth in this paragraph.

### **7. Remedies**

- 7.1 The Bidder acknowledges the confidential nature of Confidential Information and breach of any provision of this Agreement by the Bidder will result in irreparable damage to NABARD for which monetary compensation may not be adequate and agrees that, if it or any of its directors, officers or employees should engage or cause or permit any other person to engage in any act in violation of any provision hereof. NABARD shall be entitled, in addition to other remedies for damages & relief as may be available to it, to an injunction or similar relief prohibiting the Bidder, its directors, officers etc. from engaging in any such act which constitutes or results in breach of any of the covenants of this Agreement. Any claim for relief to NABARD shall include NABARD's costs and expenses of enforcement (including the attorney's fees).
- 7.2 Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized used or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.

- 7.3 Receiving Party shall return all originals, copies, reproductions and summaries of Confidential Information or Confidential Materials at Disclosing Party's request, or at Disclosing Party's option, certify destruction of the same.
- 7.4 Receiving Party acknowledges that monetary damages may not be the only and / or a sufficient remedy for unauthorized disclosure of Confidential Information and that disclosing party shall be entitled, without waiving any other rights or remedies (as listed below), to injunctive or equitable relief as may be deemed proper by a Court of competent jurisdiction.
- a) Suspension of access privileges
  - b) Change of personnel assigned to the job
  - c) Financial liability for all direct damages which disclosing party has incurred as a result of a finally determined breach of the terms of this agreement by the Bidder or its employees or advisors or representatives.
  - d) Termination of contract
- 7.5 Disclosing Party may visit Receiving Party's premises, with reasonable prior notice and during normal business hours, to review Receiving Party's compliance with the term of this Agreement.

## **8. Entire Agreement, Amendment, Assignment**

This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements relating to non-disclosure between the parties. The Agreement may be amended or modified only with the mutual written consent of the parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

## **9. Miscellaneous**

- 9.1 Any software, material and documentation provided under this Agreement is provided with RESTRICTED RIGHTS.
- 9.2 Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.
- 9.3 The terms of Confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term "residuals" means information in non-tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or

techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.

- 9.4 For the purpose of avoiding any ambiguity it is clarified that the services / solution or other deliverables provided or to be provided by the Bidder to NABARD shall be the property of the NABARD and shall not be considered as confidential information to the NABARD. However, such service / solutions or other deliverables shall be considered as confidential information by the Bidder and shall not be disclose such details to any third parties without having the express written permission of the NABARD.
- 9.5 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents, or employees, except by an instrument in writing signed by an authorized officer of Disclosing Party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.
- 9.6 In case of any dispute, both the parties agree for sole arbitration. The said proceedings shall be conducted in English language at Mumbai and in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 or any Amendments or Re-enactments thereto.
- 9.7 Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- 9.8 If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- 9.9 All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

## **10. Suggestions and Feedback**

Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both parties agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the receiving party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party. The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

**11. Governing Law**

The provisions of this Agreement shall be governed by the laws of India and the competent court at Mumbai shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

**12. General**

NABARD discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, lawfulness, and merchantability, fitness for a particular purpose, title, non-infringement, or anything else.

In witness whereof, the Parties hereto have executed these presents the day, month and year first herein above written.

For and on behalf of National Bank for Agriculture & Rural Development (NABARD)

Name:

Designation:

Place:

Signature

For _____ Ltd and on behalf of
Name: Designation: Place: Signature
IN THE PRESENCE OF
Signature Name: Date: Signature Name: Date:

**Section XI**

**SERVICE LEVEL AGREEMENT FOR CONCURRENT AUDIT**

(To be executed on ₹ 500 Stamp Paper)

THIS AGREEMENT made and executed at Mumbai on this .....

**BETWEEN**

The National Bank for Agriculture and Rural Development, a body corporate established under an act of Parliament viz. National Bank for Agriculture and Rural Development Act, 1981 and having its Head Office at C-24, “G” Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051 hereinafter referred to as the “NABARD” (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) represented by .....& its Chief General Manager / authorized official.

**AND**

M/s ..... incorporated under the provisions of the ..... registered under the ..... having registered .....and Mumbai office at .....hereinafter referred to as the “Auditors” (which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include their successors, liquidators, administrators and assigns represented by....., Partner of the Firm.

**WHEREAS**

1. NABARD is desirous of outsourcing the works relating to concurrent audit of its Head Office Department and the Auditors are agreeable to undertake the said work on the terms and conditions mutually acceptable to both parties as appearing hereunder.

**NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS**

1. The Auditor shall undertake, execute and perform the concurrent audit of the Head Office Department during the period 1st April 2026 to 31st March 2029 (hereinafter referred as said work) and they shall complete the said work in the manner and to the scope and extent as specified in the Request for Proposal (hereinafter referred as RFP) No. ....dated ..... issued by NABARD for selection of a firm for the said work and as per the Annexure to these presents.
2. In consideration of the work, NABARD shall pay to the auditors an amount of ₹...../- per month, plus applicable taxes as applicable as per the schedule given and subject to conditions appearing hereinafter.

3. The Auditors shall maintain strict secrecy and confidentiality in respect of the said work and they shall execute and perform the said work inside NABARD's premises only.
4. Without prejudice to the remedies available to NABARD under law, NABARD shall have the right to refuse or reduce the amount payable as consideration to the Auditors in case if it is found that the said work has not been done in accordance with these presents or the terms and conditions given therein are violated by the Auditors.
5. The Auditors shall execute and perform the said work in professional manner with due care, caution and integrity and they shall ensure that NABARD's interest is protected in the best possible way. They shall make suggestions and recommendations to NABARD from time to time to plug the loopholes in the system and to check the damages or loss occurring in the functioning of its Head Office Departments.
6. Concurrent Audit will be undertaken in the CAC module developed in NABARD ISoft Platform.
7. The Auditors shall engage qualified professionals with sufficient experience, acknowledge and integrity to ensure that the said work is executed with reasonable quality and merit to the satisfaction of NABARD. The team of Auditors at NABARD will be headed by a Chartered Accountant.
8. In the event of the Auditor unable to perform the said work and the same is entrusted to other auditors and any loss suffered by NABARD including difference of the amount payable to such new auditors, shall be payable by the Auditors.
9. The broad terms and conditions and the scope of the said work shall be governed by the RFP and the Annexure enclosed hereto.
10. The Auditors shall not sub-contract / sub-let the work to any other firm / institution.
11. NABARD / NABARD appointed institutions or persons shall have the right to inspect offices / establishments of the Auditors, if so required.
12. All disputes that may arise out of or in any way connected with this agreement shall be as far as possible, be tried to be amicably settled by the parties.

13. All disputes that may arise out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and Courts only in Mumbai shall have the jurisdiction to determine the same.
14. This agreement shall be deemed to have come into force with effect from 1st April 2026.
15. The department-wise items to be seen by the Concurrent Auditors indicated in the RFP are as per the extant instructions / circulars / guidelines and products / work processes / administrative facilities available to the employees in the NABARD as on 31.03.2026. The relevant circulars which are quoted in various paragraphs are applicable in the present scenario and the Concurrent Auditors are required to refer to the latest circulars / instructions / guidelines issued from time to time in the NABARD. Further, the concurrent auditors are also required to refer to the extant Concurrent Audit Manual and will be required to refer to the latest version of the same whenever the same is updated by the NABARD in future or the NABARD switches over to the system of Risk Based Internal Audit and Inspection (RBIIA). The brief department-wise scope of work is indicated in Section-VI of the RFP. The list is only illustrative and not exhaustive. Based on the changes in roles and responsibilities entrusted to NABARD, new departments can be created.

Further, new items of works can be added based on the changes in roles and responsibilities of these departments in future and CAC needs to audit the same as per extant guidelines.

#### SCHEDULE OF PAYMENT

On completion of work of Concurrent Audit of the Department identified by NABARD besides, any other items of work in a need-based manner as detailed in the RFP and followed by submission of reports as per prescribed formats on a monthly / quarterly / half-yearly / yearly basis (April to March) and the remuneration i.e. compensation towards professional fees of ₹ ..... per month, plus applicable taxes as applicable will be paid to the Auditors on a monthly basis.

In witness to the consent expressed by the parties for these presents, NABARD has set its seal and hand through its authorized official and the Auditors have set their seal and hand through their authorized signatory on the date and the month and year first herein above mentioned.

Signed, Sealed and Delivered

By the within named NABARD

Through its CGM/ authorised official

In the presence of

1

2

By the within name of Firm

In the presence of

1

2

### Financial Bid

The financial proposal should be submitted in the following format:

S.No.	Areas to be covered	Cost (in ₹) / month	Taxes applicable (in ₹)	Total = Cost + Taxes applicable (in ₹)
1	Concurrent Audit of Head Office on a daily basis and reports to be submitted for the same on a monthly/quarterly/half yearly/yearly basis			

**Important Terms:**

- ❖ **Quotes:** The rates quoted must be final. Only one rate to be quoted.
- ❖ **Terms** The proposal must not include “Cancellation” Clause. The proposal must not include any conditions.
- ❖ **Minimum Fee** *The minimum fee for the assignment is **Rs.5,26,800/-** plus applicable GST (i.e. 18%) (Rupees Five lakh twenty-six thousand eight hundred only plus applicable GST) per month fixed by NABARD.*

The rate quoted by the successful bidder will be valid till 30 September 2029 and no enhancement will be made during the contract period.

**Signature of authorized person**

**Date:**

**Name of the Firm and seal**

**(All bids to be accompanied with break-up of commercials like cost and applicable taxes)**