



REQUEST FOR PROPOSAL (RFP)

FOR APPOINTMENT OF CONCURRENT AUDITORS



Ref NO :A&V/43/2018-19/897 dt 22.03.2019

**UTTARBANGA KSHETRIYA GRAMIN BANK
HEAD OFFICE, SUNITY ROAD,
COOCHBEHAR-736101
WEST BENGAL**

BID DETAILS

1	Date and time of commencement of Bidding Process (i.e. Posting of Tender Document on Web Site)	Date: 22-03-2019
2	Last date and Time for submission of Technical and Commercial Bid by the bidders	Date: 06-04-2019 Time: 5.00 P.M
3	Date and Time of opening of the Technical Bids	Date: 08-04-2019 or as decided by the bank.
4	Date and Time of opening of the Commercial Bids	Date : 08-04-2019 or as decided by the bank.
5	Place of opening of Technical Bids and Financial Bids	UTTARBANGA KSHETRIYA GRAMIN BANK HEAD OFFICE; SUNITY ROAD COOCHBEHAR-736101
6	<p>The firms, who qualify as per mandatory eligibility criteria mentioned in Annexure A may be eligible for presentation with the Bank's appointed internal committee. The list of such firms would be displayed on the Bank's websites.</p> <p>However, The Bank reserves the right to limit the number of bidders to be called for presentation on the basis of assessment of the respective bidders by Bank's authority.</p>	

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Eligibility Criteria

Sl no	Criteria	Documents Required
1	The firm should have been constituted in India for the last 8 years as on 31.12.2018.	Constitution Certificate of the firm
2	Firm should have at least five associated partners.	Self-declaration in format E-1 or ICAI registration certificate, in case applicant firm is registered with ICAI.
3	Firm should have a full-fledged office preferably in any of the five districts of our area of operation for at least last five years (as on 31.12.2018) with at least three partners stationed in the same area as the firm's.	Self-declaration in format E-1
4	Firm should be regular consultant of at least four Institutions for advisory / compliance services with respect to Concurrent audit.(At least one year continuous engagement as on 31st Dec., 2018 after 01.04.2011 onwards)	a)Client Certificate/ Appointment letter issued by the organization clearly indicating the period covered. b) Extract of Balance Sheet

Annexure : B

Penalty Clause: Bank will reserve the right to deduct from the fee to be paid to the consultant, in the event of the following:

Reason	1 st instance	2 nd instance	3 rd instance
Failing to visit our office as and when required by the Bank.	Caution Note	10%	As decided by the Bank based on materiality
Inordinate delay in responding to the references made by the Bank	Caution Note	10%	As decided by the Bank based on materiality

**PROFORMA OF APPLICATION
FOR BANK'S CONCURRENT AUDITORS
(ON OFFICIAL LETTER HEAD)**

To

Dear Sir,

APPLICATION FOR APPOINTMENT AS CONCURRENT AUDITOR OF THE BANK.

Please find enclosed information in Annexure (C-1 to C-3) concerning us for consideration of our firm to be appointed as concurrent auditor of the Bank.

We also confirm that in case a firm is selected as successful bidder, we shall execute the contract in accordance with the terms and conditions in the RFP as per the format of agreement made available by the Bank.

Date:

Authorised Signatory

Place:

(Name:)

List of Document Enclosed

1. Annexures C1 to C3
2. Other documents please specify

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF APPOINTMENT OF THE CONCURRENT AUDITOR

S.No	Description
1	Name of the firm
2	Firm No. allotted by ICAI*
3	Official Address
4	Email
5	Contact number/s (Tel/Mobile)
6	Year of establishment
7	No. of completed years for which practicing in India as on 31.12.2018 Name/s of partners * (membership certificates issued by ICAI should be enclosed)
8	Name of Partners Stationed in the same area as the firm
9	Person(s) proposed to be assigned for the services and his/their profiles
10	Name, address and account number of the firm's banker(s)
11	PAN of the firm *
12	GSTIN of the firm *
13	Number of Employees
14	Number of Employees who have done DISA/CISA
15	Details of major assignments
16	Whether certified concurrent auditor

(Please attach separate sheets if space is not sufficient in any row, duly mentioning the row number and description)

Place:

Date:

Authorised Signatory
(Name)

Seal

* Self attested copies in support of the information should be submitted

DETAILS OF PARTNERS AND C.A./DISA/CISA EMPLOYEES ON FIRM'S PAYROLL

SR.N O.	NAME	Capacity (Partner/ Employee)	Qualification (C.A./CISA/ DISA)	CA MEMBERSHIP NUMBER (if Applicable)	EXPERIENCE	YEARS WITH THE FIRM	REM ARKS

Authorised Signatory

(Name)

Seal

Self attested copies of certificates of CA membership/DISA/CISA should be submitted.

PARTICULARS IN RESPECT OF CONCURRENT AUDITOR AT WHOLE ORGANIZATION LEVEL FOR INSTITUTIONS

SR.NO	NAME OF THE ORGANISATION	Period of Contract (from DD/MM/YY to DD/MM/YY)	SCOPE OF WORK	PERSON IN CHARGE FROM CLIENT SIDE WITH CONTACT NUMBER AND EMAIL ID.

Authorised Signatory

(Name)

Seal

Note: Copy of the bank's appointment letter in support of the information above should be submitted.

DECLARATION OF FIDELITY AND SECRECY
(To be submitted on letter-head of the Firm If selected)

Date:

To:
The General Manager
Uttarbanga Kshetriya Gramin Bank
Audit & Vigilance Dept.
Sunity Road,
Coochbehar- 736 101

Dear Sir,

1. I/We _____ do hereby declare that I/we will faithfully, truly and to the best of my/our skill and ability execute and perform the duties required by me/us as Concurrent Auditors of Uttarbanga Kshetriya Gramin Bank and which properly relate to the office or position.
2. I/We further declare that the proprietor / partners of the Firm is/are not also a Director of Uttarbanga Kshetriya Gramin Bank.
3. I/We further declare that I/we will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of Uttarbanga Kshetriya Gramin Bank nor will I/we allow any such person to inspect or having access to any books/computer systems and documents belonging to or in possession of Uttarbanga Kshetriya Gramin Bank and relating to the business of Uttarbanga Kshetriya Gramin Bank or to the business of any person having any dealing with Uttarbanga Kshetriya Gramin Bank.
4. I/We further declare that neither I/We am /are indebted to Uttarbanga Kshetriya Gramin Bank for an amount exceeding Rs 1,000/- nor any guarantee has been given or provided for as security in connection with the indebtedness of any third person for an amount exceeding Rs 1,000/-.
5. I/We further declare that the firm or its proprietor / partners have not been subject to inquiries in the past by the Institute of Chartered Accountants of India as per the provisions of Section 21 of the Chartered Accountants Act, 1949, and no such inquiry is pending, initiated or contemplated by the Institute as on the date of application as well as date of acceptance of assignment.
6. We undertake to declare to the Bank if our firm does not abide by the above declaration during the tenure of the Concurrent Audit and we understand that our appointment is liable to be cancelled if our declaration is otherwise.

Yours faithfully,

CHARTERED ACCOUNTANTS

Annexure – VIII

DECLARATION OF ELIGIBILITY NORMS

(To be submitted on letter-head of the firm if selected)

Date:

To:
The General Manager
Uttarbanga Kshetriya Gramin Bank
Audit & Vigilance Dept.
Sunity Road,
Coochbehar- 736 101

Dear Sir,

We are in receipt of your offer letter No. _____ dated _____.

2. We hereby confirm and declare as under:

- i. None of the Firms of Chartered Accountants having common partner has been assigned Concurrent Audit/internal audit by the Bank;
- ii. Neither our Firm nor the Associate Firm/sister concern have been allotted statutory audit by the Bank for the year **2018-19 or before**.
- iii. None of the partners or proprietor of the Firm is Director of the Bank;
- iv. Any change in the names/constitution or postal address of the Firm will be intimated to the Bank immediately;
- v. In case of Proprietary Firm, I am the sole proprietor of the Firm and a full time practicing Chartered Accountant not employed elsewhere and that I do not have any other business interest;
- vi. Our Firm has adequate number of Chartered Accountants and other qualified and experienced staff to undertake Concurrent Audit.
- vii. We will not sub-contract the assignment of Concurrent Audit to another Firm/person in any manner whatsoever;
- viii. Our Firm has been in existence for the last _____ years.

Yours faithfully,

CHARTERED ACCOUNTANTS

SPECIMEN SIGNATURE SLIP

(To be submitted on letter-head of the Firm if selected)

Name of the Firm _____

Constitution _____

Name/s of Proprietor/all Parnters of the Firm:

Serial No.	Full Name	Qualifications	Specimen Signature

The above signature/s of the Proprietor/Partners of M/s. _____ are verified and found agreeing with the specimen signatures held on our Bank's records.

For Bank

Bank's Rubber Stamp

Manager

Branch

Audit Assistants

Serial No.	Full Name	Qualifications	Specimen Signature

I confirm the above signatures of the Audit Assistants of our Firm.

For _____

Firm's Rubber Stamp

Proprietor / Partner

Terms of reference

The main terms and conditions are as follows:

- i. Your Firm continues to satisfy eligibility norms for appointment of Chartered Accountants as Concurrent Auditors as prescribed by the Bank from time to time.
- ii. The assignment will be for a period of 12 months only.
- iii. The assignment is on fixed monthly remuneration basis. The Bank will pay no other expenses of any kind whatsoever.
- iv. You are required to execute the enclosed declaration of Fidelity and Secrecy Annexure - VII) if selected.
- v. The present broad areas of coverage are given in Annexure – I. However, the Bank reserves the right to revise, modify, add, and delete the areas and instructions for coverage of Concurrent Audit. You will be required to cover all the areas of functioning of the branch giving due weight age to the risk involved.
- vi. **The Concurrent Audit is to be conducted on daily basis (on all working days) by the Audit Assistants/Partner/Proprietor of the Firm. A senior Partner/Proprietor will visit the branch at least 8 times during the month and attend briefing sessions every week on the Concurrent Audit with the Branch Manager** in order to ensure effective follow up of the rectification of the irregularities and also periodical review meetings as and when convened by the Bank at his own cost.
- vii. The irregularities / deficiencies still pending for rectification should be advised to the Branch Manager through an Audit Memo as per Annexure–II
- viii. The Executive Summary along with the monthly report on the Concurrent Audit should be submitted in prescribed format to the
 - respective controlling office i.e. Regional Office;
 - Audit Dept; Head Office; Coochbehar
 - auditee Branch.
- ix. The monthly reports should be submitted within 7 working days of the succeeding month.
- x. You are requested to note that failure on your part to notice and report any major irregularity/fraud perpetrated during the audit period renders yourself liable for deletion from the bank's empanelment.
- xi. You should ensure that the branch address to all systems and procedures and improves branch performance by timely rectification of all irregularities pointed out in the Concurrent Audit report.
- xii. Your performance will be monitored and rated on regular basis. The monthly reports submitted by you will be judged on various parameters before awarding rating.
- xiii. The monthly reports to be submitted by you will be scrutinized by us and the shortcomings, if any, noticed in the quality of audit, attendance, areas of coverage, reporting will be advised to you for improvement. If the performance/attendance is not found satisfactory despite bringing the shortcomings to your notice, your assignment will be terminated without notice.
- xiv. We also expect you to use your skills and persuasion to get irregularities rectified and followed up constantly for rectification of the irregularities and revenue leakages recovered promptly.
- xv. The Bank reserves the right to discontinue or terminate the Concurrent Audit assignment at any time without notice and without assigning reason therefore.
- xvi. **Attendance Sheet and weekly Briefing note (as mentioned in T & C No. vi) of Senior Partner / Proprietor with Branch Manager on the Concurrent Audit should be enclosed along with monthly bill.**
- xvii. **Banks decision on selection of the prospective offer is final.**

GENERAL MANAGER (A&V)