

EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS AS Concurrent & Revenue AUDITORS

STANDARD OPERATING PROCEDURE (SOP)

1. SELECTION AS Concurrent & Revenue AUDITORS:

Applications are invited from eligible Chartered Accountant Firms for empanelment as Concurrent & Revenue Auditors in the Bank branches / Head office.

2. ELIGIBILITY CRITERIA:

Those firms which satisfy the following are eligible to apply:

- a) Grade I, II and III firms as per RBI Grade as on the date of application. CA Firms with RBI grading IV are not eligible to apply.
- b) CA Firms having at least one year of experience of Concurrent & Revenue Audit in any Commercial Bank.
Firms with below 1 year experience will not be eligible to apply.
- c) CA Firms which have sufficient number of trained representatives of firm articulated Clerk trained by ICAI on Concurrent & Revenue Audit, Retired Officers of commercial Banks, qualified Chartered Accountants as Partner or Associate or as Staff, who will be available on all working days to attend to the Concurrent Audit.
- d) CA Firms who are already engaged / appointed for any other assignment in DCCB such as Statutory Auditors, Stock Auditors, Forensic Auditors etc., are not eligible to apply, to eliminate any room for conflict of interest.
- e) CA Firms who are already deployed / posted as Concurrent & Revenue Auditors (at Regular Concurrent & Revenue Branches / CPCs / special outfits (RCA)/RACC/CCV) in DCCB are not eligible to apply.
- f) The wait list of CA firms if any (RCA/RACC/CCV), not deployed on the date of advertisement can apply fresh subject to eligibility, however the wait list stands cancelled upon release of advertisement for new recruitment.
- g) Where CA Firm is having more than one office in different geographical locations, such CA Firms can apply for empanelment separately for each office / location subject to:
 - i) Should have an office in the centre / location.
 - ii) Separate designated Chartered Accountant should be available for conducting Concurrent & Revenue Audit.
 - iii) Maximum of three branches / CPCs / special outfits shall be allotted to a single firm, irrespective of geographical location as per the vacancy position at the sole discretion of the Bank. In case more than one RACC / CCV allotted under Cluster Audit, it will be treated as one branch.

3. SUBMISSION OF APPLICATION:

1. The duly filled in application form in a sealed cover superscribed as "Application for Empanelment of Chartered Accountant Firms for Concurrent & Revenue Audit at Branches / Head Office " should be submitted by post / courier / hand delivery and reach to The District Cooperative Central Bank

Ltd, Head Office , Dandiveedi, collector bungalow road, Srikakulam on or before 15.05.2023. The application and all correspondence and documents relating to this process must be written in English. The applicant must provide individual and factual replies to specific questions asked in the application. Documents submitted should be complete in all respects as required.

2. Application as per Annexure – 1 needs to be submitted duly filled in with required particulars accompanied by copies of supporting documents i.e. Constitution of the Firm (Company / Partnership/ Proprietorship firm / LLP), RBI Grading certificate, Experience certificate etc. All supporting documents to Application must be self-attested by the authorized signatory for the applicant firm.
3. Incomplete application and application without required supportive documents will not be considered by the Bank.

4. LAST DATE FOR SUBMISSION OF APPLICATION.

1. The last date for receipt of application is 15.05.2023. Please note that no application shall be accepted after 5.00 p.m. of the above date. Application submitted after due date or after the stipulated time of the due date or incomplete in any respect are liable to be rejected. The duly filled in application along with the supporting documents should be submitted to the “Chief Executive Officer, The District cooperative central Bank Ltd, Head Office , Dandiveedi, collector bungalow road, Srikakulam”
2. DCCB is not responsible for non-receipt of completed application within the specified date and time due to any reason including postal delays or otherwise. Physical Applications to be submitted either by Post / Courier / Personal delivery against acknowledgement at Head Office.

5. MODIFICATIONS AND / OR WITHDRAWAL OF APPLICATION

Application once submitted will be treated as final and no further correspondence will be entertained. As no subsequent modification of application / documents are permissible, the firms are advised to exercise utmost care in filling up and submission of application / documents

6. OFFERS BY A THIRD-PARTY

The applicants are not permitted to authorize their Agents/brokers etc. (including individuals and/or third-party firms/companies) to either collect or submit the application/ documents on their behalf. The Bank will summarily reject such requests and arrangements. No sub-contracting of the empanelment is permissible.

7. SELECTION PROCESS:

- i) Applications received, complete in all respect and within the prescribed time, will be scrutinized on the basis of the basic eligibility criteria as given above at Para 2. Applications not accompanied by all the required details and supporting documents would be liable for rejection.
- ii) The Bank reserves the right to disqualify any or all applications on the basis of their responses without assigning any reasons, whatsoever. Those applicants who satisfy the requirements and specifications as determined by the Bank as per the terms and conditions of this document shall be short-listed.

- iii) Those applicants who fulfill all the basic eligibility criteria will be evaluated based on location of firm, residential status of partners, experience, reputation, availability of sufficient trained personnel (ICAI Trained article clerks/ retired commercial bank officers) with the firm and such other factors as the Bank may deem fit for its requirements.
- iv) Only selected CA firms will be intimated by email.
- v) Bank also reserves the right to make query with the firm or any other agency, ask for additional information, particulars, and submission of one, some or more undertakings from any firm at any point of time. None of such act shall be deemed as an offer of empanelment as Concurrent & Revenue Auditor by the Bank to the firm unless and until Bank intimates in writing to the firm regarding allocation of any branch / unit for Concurrent & Revenue audit.

8. TERMS & CONDITIONS:

1. The Internal/ Concurrent & Revenue Audit fee will be paid on completion of the assignment in timely manner & on submission of the bill.
2. The Internal/ Concurrent & Revenue Audit for the FY 2023-24 shall be completed on or before 15.04.2024 and the report is to be submitted positively by 20.04.2024.
3. Executive summary shall be reported in quarterly basis ending with June, September, December & March and the status of the audit to the undersigned on monthly basis.
4. The Internal/concurrent Audit of the Bank consists of all transactions from 01.04.2023 to 31.03.2024. Internal audit report for each quarter is to be submitted before the end of next month of every quarter.
5. The Internal/Concurrent Audit of the Bank shall comprise all items of transactions both at Central Office and its 25 Branches.
6. The Internal/concurrent Audit shall be made basing on the Vouchers & Day book, General Ledger available at Head Office and all Branches.
7. Scope/Manual of Internal/ Concurrent & Revenue Audit will be given after appointment.
8. All payments shall be made either through NEFT/RTGS or A/C payee cheque only.
9. You are requested to be kindly in touch with following officer of DCCB, Srikakulam to facilitate the arrangements along with required records at Branch level as well as Head Office.

Sri G.Rama Krishna Rao,

Asst.General Manager(Bkg &IT),Head Office,

Contact No.9160018916

9. VALIDITY OF OFFER

The successful applicants will be placed in the Select list and respective CAOs shall be making offer as per the merit list to the CA Firms as & when the vacancy / need arises. On acceptance of the offer by CA firm, have to execute the Service Level Agreement within 10 days of issuance of

offer letter. The tenure of CA firms engaged as Concurrent & Revenue Auditors shall not be more than 3 years on continuous basis, subject to satisfactory performance as reviewed periodically. Period of contract during the currency of the contract can be varied by the Bank based on its requirement. The Select list shall be valid till such time, fresh recruitment is published.

10. DELIVERY, REPORTING AND REVIEWING SYSTEM

The Concurrent & Revenue Audits should be conducted in the branches / CPCs / special outfits as per the agreed time frame as per WBCAS / Bank's Concurrent & Revenue Audit Manual, a copy / soft copy of which will be made available to selected firms after allotment of a branch / special outfit. The Concurrent & Revenue Auditor has to prepare Audit reports as per specified standards/formats as given in the said manual and as will be required by the Bank from time to time.

11. REMUNERATION:

The Remuneration will be decided by the chairman/Board of management of the Bank basing on the quotations obtained.

12. PAYMENT TERMS:

- i) The payment for the audit work done will be made on submission of invoices with required particulars on completion of each calendar month. No payment is to be made unless all the monthly / periodical Concurrent & Revenue audit reports are submitted by the firm. Payment will also be subject to recovery if any penalties, damages etc. from the firm.
- ii) TDS as applicable will be recovered from the bill amount while making payments. In case of omission of any TDS by Bank, the same must be brought to the notice of the Bank and the firm has to return the amount to Bank towards TDS.

13. SECRECY ISSUES:

- i) The select / empaneled firm and its employees will strictly undertake not to record by any means or to communicate or allow to be recorded by any means or communication to any person or divulge in any way any information relating to the conversations, events, ideas, concepts, know-how, techniques, data, facts, figures and all information, howsoever concerning or relating to the Bank and its affairs to which the audit firm /their employees etc. have access in the course of performance of the contract. The successful applicants will on award of contract will execute a non-disclosure agreement and declaration of fidelity and secrecy as per the Bank's standard format. All personnel of the Concurrent & Revenue Auditor, before commencing the Audit have to execute a declaration of fidelity and secrecy as per the format prescribed by the Bank and submit valid KYC documents at allotted branch / BPR outfit / Unit.
- ii) No data in any name can be transferred or converted to any other media by the representative of firms under any circumstances. No public platform or social media or any media whatsoever name it may be known can be used for any matter and issues relating to Concurrent & Revenue audit and relation, rights, responsibilities and obligations of the firm or Bank.

- iii) All the information contained in this document is solely for the purpose indicated in this process. Reproduction of all or any part of this process by any person for any purpose other than for the purpose of responding to this or for any other purpose expressly permitted by this shall be treated as unauthorized and illegal and the Bank reserve the right to take appropriate action in such circumstances.

14. TERMINATION OF CONTRACT

- i) The performance of the selected empaneled firms will be continuously reviewed by the Bank in terms of various requirement, appointment letter, SLA, Concurrent & Revenue Audit Manual / processes and RBI directives/notifications on Concurrent & Revenue and various communications by the Bank to the firms. Based on the review, if the selected firm fails to satisfy / maintain their commitment with respect to timely conduct of the audit, quality and content of the audit reports, the contract may be terminated by Bank by giving one month's written notice to the firm. Regarding quality and content of the audit reports, bank's decision is final and binding on the firm.
- ii) Bank may terminate the contract by giving one month's notice in case of deletion of any branch from coverage of Concurrent & Revenue audit when relocation of the firm to another branch is not feasible.
- iii) Firm has to give one month's prior written notice to bank to accept any assignment requiring relinquishing the present assignment.
- iv) In case of any suppression of fact which the firm is required to disclose or intimate to the Bank within stipulated time during the period of contract, it will be treated as unethical act and the Bank can terminate the contract without giving any advance notice and the firm will be reported to RBI and ICAI for blacklisting. In addition, Bank will be entitled to indemnity and recovery of damages from the outgoing firm. v) In addition to this, other circumstances leading to termination of contract, periodicity of notice, compensations have been incorporated in the Service Level Agreement (SLA) to be executed by the firms before taking up the Concurrent & Revenue audit at allotted branches / CPCs / special outfits. In all other circumstances, contract may be terminated by either party giving one month's notice or payment of full amount of remuneration including GST to the other party. Under no circumstance the one month periodicity for termination can be reduced.
- v) DCCB decision in this regard will be final. In case of termination of this contract, the DCCB shall have the right to avail services of any other Audit firm to continue the process without any let or hindrance from de-paneled firm, whose services are to be terminated and outgoing firm also has to provide all necessary help, at their own cost, for smooth switch over.
- vi) v) Any work done till such time, working papers and should be handed over to the Bank, without any demur. The work should not be disclosed to any other organization/bank.

15. DISCLAIMER:

There is no commitment or obligations, whatsoever on the part of the issuer of this process, or officials associated with it within the Bank, regarding the implementation for any future plans. Any assumptions made by bidders, on the basis of information shared herein, will be at their own risk and responsibility.

16. ADDRESS FOR COMMUNICATION:

The Address for Communication is as follows.

**The Chief Executive Officer,
The District cooperative central Bank Ltd,
Head Office,
Collector Bungalow road,
Srikakulam-532001**

Annexure – 1

**APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS AS
Concurrent & Revenue AUDITORS**

- 1 .Name of the Firm
- 2 .Constitution
3. Address with PIN Code
- 4 .Contact Nos. Mobile + Landline : Email :
5. Date of Establishment
- 6 .PAN No. of the firm (copy to be attached)
- 7 .Registration No. with ICAI (copy to be attached)
- 8 .Unique Code No.RBI (copy to be attached)
9. Firm's RBI Category (copy to be attached)

10. GST No. of the firm
11. No. of Partners & Chartered Accountants Name of the Partners / Chartered Accountants / Contact Numbers S.no Name of the Partner/CA Ph Number
12. Branches of C.A. firm with full address, if any SNo Branch Full Address
13. Experience of Concurrent & Revenue Audit with DCCB
(Please give details with supporting documents) (add rows if required)
Name of the Branch Period worked (From – To–) with dates No. of yrs & Mths
- 14 .Experience of Concurrent & Revenue Audit with PSBs (Please give details with supporting documents) (add rows
if required) Name of the Bank & Branch Period worked (From – To–) with dates No. of yrs & Mths
15. Additional Qualifications possessed by Partners / Directors / Proprietor (i.e. CISA/DISA/Con. Audit Course from ICAI) (Please give details with supporting documents) (add rows if required) Name of the person Designation Addl Qualf. Poss-essed Mth/year of the certi-ficate
16. Experience in specialized areas like Treasury/FOREX/CPCs & Big Corporate Branches (Please give details with supporting documents) (add rows if required) Area Experience in years
- 17.If any of the branch of the CA firm is already engaged as Concurrent & Revenue Auditor, then name of the
Branch / Branch code & CAO name
18. Any other relevant data, if you wish to indicate.

I/We confirm that the information furnished above is true and correct and we have not been de-paneled / Blacklisted by any organization in the past and we fulfill all the conditions of eligibility for empanelment with DCCB as a Concurrent & Revenue Auditor. I/We have read the terms and conditions stipulated for empanelment as Concurrent & Revenue Auditors of the Bank and I/We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons. If selected for empanelment as Concurrent & Revenue Auditor of the Bank and the offer is accepted, I/We will execute Service Level Agreement with the Bank. If Bank finds the details provided by us above are incorrect / not true at a later date, then the appointment may be cancelled.

Place:
Date:

***Note: Separate Applications are invited for empanelment of Concurrent Audit & Revenue Audit**