

EXPRESSION OF INTEREST
FOR COMPOSITION OF BANKING ACCOUNTING MANUAL

(Tender Reference Number:EOI/19/2022-23)

Date of issue of EOI: (14th June, 2022)

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1. Preface

- i. The purpose of this EOI is to solicit proposal from eligible Chartered Accountant firms / Banking Professional/Cooperative Banking Institutes for composing Banking Accounting Manual.
- ii. The last date for submission of proposal is **30th June, 2022**.
- iii. No proposals would be accepted after the above deadline.
- iv. Bank reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. The Bank's decision in this regard shall be final and binding.

2. About H.P. State Cooperative Bank Ltd.

The HPStCB is an Apex Bank in the state of Himachal Pradesh licensed under Banking Regulation Act, 1949 which became a scheduled bank under the second schedule of Reserve bank of India Act 1934 in year 2014. The bank has 240 branches/ Extn. Counters spread across 6 districts of the state. The Bank has a Deposit of Rs.12755.20 Crores, CRAR of 18.65% and a loan book size of Rs.7188.85 Crores (figures unaudited) as on 31.03.2022

3. Submission and evaluation of Proposals

- i) The proposals shall be submitted duly signed by the authorized signatory of the CA firm/ Banking Professional/ Cooperative Banking Institute to be delivered at the address:

**The Managing Director,
The H.P.State Co-operative Bank,
H.O., The Mall Shimla 171001**

- ii) The documents to be submitted are:
 - a.Application containing Profile of the CA Firm/Banking Professional/ Cooperative Banking Institute (with details of the firm, present and past assignments, educational qualification , areas of specialization, contact details , infrastructure facilities).
 - b.Application Form (Annexure-1/2) has to be furnished in the letter-head of the firm/Professional.
The EOI has to be submitted in sealed envelope super-scribed with the title
-"**FOR COMPOSITION OF BANKING ACCOUNTING MANUAL** ".

4. SCOPE OF WORK

- i. Banking operations at Branch and EC, Banking operations at HO Level .
- ii. Accounting for Members record, issue of Shares and Share Capital accounting and dividend accounting.
- iii. Accounting for Deposit of all types including posting of interest on periodical basis/ on encashment/ premature withdrawals/ matured deposits.
- iv. Accounting for settlement of claims (Death)
- v. Accounting for Loan & Advance formulation
- vi. Accounting for Borrowing
- vii. Accounting for KCC Loan including Interest Subsidy / Subventions System
- viii. Accounting for NPA Management including accounting for NPA provisioning.
- ix. Accounting for accounts being marked as NPA (in Auto NPA) and record of Interest Not collected (INC) .
- x. Accounting for provisioning for age-wise classification of NPA accounts.
- xi. Accounting procedure for MOC proposed in Audit.
- xii. Investment accounting in-line with Investment policy of the Bank.
- xiii. Accounting for SLR and CRR maintenance.
- xiv. Accounting for Fraud reported transactions/ Fraud accounts.
- xv. Accounting for Theft & Embezzlement or deviations noted in Cash verification.
- xvi. Accounting for Insurance Claims and its settlement.
- xvii. Accounting for Fixed Asset.
- xviii. Accounting for Consumable items.
- xix. Accounting for non fund based Income.
- xx. Accounting for Expenditure at BO and HO level.
- xxi. Accounting for GST.
- xxii. Accounting for Income Tax/TDS/ Refunds claims.
- xxiii. Accounting Module for e-payment system (ECS, NEFT, RTGS, IMPS etc),
- xxiv. Accounting for Cash management.
- xxv. Accounting for ATM transactions.
- xxvi. Accounting for Safe/ Lockers.
- xxvii. Accounting for Inter Branch Transactions .
- xxviii. Accounting for Transfer Price mechanism (TPM)
- xxix. Accounting for Bankers accounts.
- xxx. Accounting for clearing operations. (CTS Mode)
- xxxii. Accounting for inoperative accounts/ unclaimed accounts / record of DEAF accounts.
- xxxiii. Accounting integration for Cheque Books / DD Books / Pay Orders and Stationery Items.
- xxxiv. Attachment for attachment Orders and its record keeping.
- xxxv. Accounting for Bills for Collection including purchase and discounting of Bills.
- xxxvi. Accounting for Sundry Debtors and Sundry Creditors.
- xxxvii. Accounting for Sundry and suspense accounts and its settlement.
- xxxviii. Accounting for Common goods Funds.
- xxxix. Accounting for donations and Ex-gratia.
- xl. Accounting for retirement benefits including Leave Encasement, Gratuity, pension etc.
- xli. Accounting for Contingent liabilities .
- xlii. Accounting for BG/ LC .
- xliii. Accounting for Prior Period Expenses / Income .
- xliv. Accounting for Subsidy in Borrower accounts .
- xlv. Accounting for Subsidy in Bank's Favour.
- xlv. Accounting for Capital Reserve .

- xlvi.** Accounting for UDP.
- xlvii.** Accounting for Insurance Commission earned by bank on various Government sponsored insurance schemes.
- xlviii.** Accounting for pre operating expenses.
- xliv.** Accounting for Account Receivable.
 - i.** Accounting for Account payable .
 - ii.** Accounting for Accrual payable.
 - iii.** Accounting for Accrual Liabilities.
 - liii.** Accounting for Revenue.
 - liv.** Accounting for ICDP Borrowing & Loan at Head Office level as well as at Branch level.
- iv.** **Any other Accounting Head which is not enlisted above, but essential as per need of hour as the scope is indicative but not exhaustive.**

5. Minimum Eligibility Criteria for CA firm.

- a. Only Category-I firm as per ICAI/RBI MEF panel for the financial year 2021-22 should apply.
- b. Standing of the firm should be at least 10 years.
- c. The firm should have a minimum of 5 full time Chartered Accountants.
- d. Out of the 5, at least 4 should be full time partners exclusively associated with the firm.
- e. At least two partners should have minimum 10 years experience.
- f. At least 4 partners should be Fellow Chartered Accountants (FCAs).
- g. At least three partners of the firm must possess CISA/DISA qualification.
- h. Average annual turn-over of last 3 years of the firm should be Rs. 20,000,00.00 (Rs. Twenty Lakhs) or more.
- i. One of the members of CA firm must have knowledge/well conversant with CBS.
- j. At least one of the members of CA firm has provided consultancy services to Cooperative Bank/ Nationalized bank/ Public Sector Bank/Private bank for at least two years.

5. (B) Minimum Eligibility Criteria for Banking Professionals.

- a. Banking Professional must have registered office and have registered as consultancy company or firm.
- b. Standing of the Company/firm should be at least 10 years.
- c. The firm should have a minimum of 5 full time Banking Professional.
- d. At least two partners should have minimum 20 years field experience of Banking.
- e. Average annual turn-over of last 3 years of the firm should be Rs. 20,00,000.00 or more (Rs. Twenty Lakh).
- f. At least, one of the members of Company/firm must have knowledge/well conversant with CBS.
- g. At least one of the members of Company/firm has provided consultancy services to Cooperative Bank/ Nationalized bank/ Public Sector Bank/Private bank for at least three years.

5. (C) Minimum Eligibility Criteria for Cooperative Banking Institute.

All cooperative institutes fully owned by RBI/NABARD/Cooperative banks are eligible and can submit their consent for composition of Banking Accounting Manual on simple letter with fee to be charged for the purpose.

6. General Terms and Conditions:-

a. Term of Assignment

The CA firm/Banking Professional/ Cooperative Banking Institute has to compose Banking Accounting Manual within four months from date of allotment of assignment. Accounting guidelines incorporated in The Banking Accounting Manual must be in consonance with guidelines of RBI & NABARD.

b. Adherence to Terms and Conditions

The CA firms/Banking Professional/ Cooperative Banking Institute which wishes to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI in true intent and spirit. If the responses contain any extraneous conditions put in by the Respondents, such responses may be disqualified and may not be considered for the selection process.

c. Professionalism

The CA firms/Banking Professional/ Cooperative Banking Institute should provide professional objective and Banking Accounting Manual should be comprehensive, Cooperative banking specific and in line with RBI/NABARD guidelines and existing banking practice. The Bank reserves the right to reject the draft Banking Accounting Manual and if it does not serve the objective and then the advance payment shall have to be returned to the Bank.

d. Single Point of Contact

CA Firm/Banking Professional/ Cooperative Banking Institute has to provide details of single point of contact viz. name, designation, address, e-mail address, telephone/mobile no. fax no. etc.

e. Applicable Law and Jurisdiction of Court

The agreement with CA Firm/Banking Professional/ Cooperative Banking Institute shall be governed in accordance with the laws of India for the time being in force and will be subject to the exclusive jurisdiction of courts at Shimla, Himachal Pradesh.

APPLICATION FORM:-**Annexure-1 :Additional Details to be submitted by CA Firm**

Sr.No.	Particular	Details
1	Name of the Firm	
2	Address of the Firm	
3	Category of CA firm as per ICAI,MEF panel for FY 2021-22	
4	Standing of the firm (in year)	
5	Number of full time Chartered Accountants	
6	Number of full time Partner (out of Sr.No.5)	
7	Names of full time Partners with qualification	
8	Number of Partners having ten years experience	
9	No. of FCAs (out of Sr.No.5)	
10	No. and Names of CAs with CISA/DISA qualification	
11	Annual turnover of last 3 years (please attach copy of annual audited financial statement)	
12	No. of CAs having CBS knowledge (out of Sr.No.5)	
13	Name of the CA who has provided consultancy for two years	
14	Name of the bank to whom Consultancy has been provided	
15	Whether any disciplinary action taken/pending proceedings against the firm by ICAI?	
16	Minimum fee/Charges	Rs.100000/-

Please attach documentary proof of above given detail.

Annexure-2 : Additional Details to be submitted by Banking Professionals

Sr.No.	Particular	Details
1	Name of the Banking Professional company/firm	
2	Registered office address	
3	Registration no. as company/firm.	
4	Standing of the Company/firm (in years)	
5	Number of full time Banking Professionals.	
6	Number of full time Partner (out of Sr.No.5)	
7	Names of full time Partners with qualification.	
8	Number of Partners having twenty years field experience of Banking.	
9	Annual turnover of the last 3 years .	
10	No. of Banking Professional having CBS knowledge (out of Sr.No.5)	
11	Name of the Banking Professional who has provided consultancy for three years .	
12	Name of the Bank to whom Consultancy has been provided.	
13	Minimum fee/Charges	Rs.100000/-

Please attach documentary proof of above given details.