

EXPRESSION OF INTEREST
FOR SUPPORT CONSULTANT –CUM-INTERNAL AUDITOR OF THE BANK

(Tender Reference Number: EOI/23/2021-22)

Date of issue of EOI: (21st December, 2021)

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1. Preface

- i. The purpose of this EOI is to solicit proposal from eligible Chartered Accountant firms to be appointed as Support Consultant-Cum-Internal Auditor of the Bank at Head Office.
- ii. The last date for submission of proposal is **15th January, 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 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. 12316.86 Crores, the Bank has a CRAR of 16.39% and a loan book size of Rs. 7064.48 Crores.

3. Submission and evaluation of Proposals

- i) The proposals shall be submitted duly signed by the authorized signatory with the seal of the CA firm 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 (with details of the firm, present and past assignments, educational qualification, experience of the partners, areas of specialization, contact details of the firm, infrastructure facilities and manpower).

b. Application Form (Annexure-1) has to be furnished in the letter-head of the firm.

The EOI has to be submitted in sealed envelope super-scribed with the title

**- "FOR SUPPORT CONSULTANT–CUM-INTERNAL AUDITOR OF THE
BANK "**

4. Scope of Work

1. Balance-Sheet, Profit Loss, review of Accounts on quarterly basis including arriving at net profit and preparation of Financial Statements with provisioning quantification.

- 2.Consultancy/Guidance/handling of matters relating to income tax/GST laws, advance tax computation related matters inclusive of HO and branches.
- 3.Analysis and appraisal (Pre and post disbursement) of big loan projects reports and cost benefit analysis.
- 4.Participation in Loan Appraisal Committee and Audit Committee meeting of the bank.
- 5.Guidance on compliance with RBI/NABARD/Govt. Directives w. r. t. loan and advance/IRAC classification and provisioning compliance.
- 6.Guidance and monitoring of NPA.
- 7.Support in developing the record of fixed assets.
- 8.Any other work assigned by the authorities from time to time relating to day to day working of Bank.

5. Eligibility Criteria.

- a. Only Category-I firm as per ICAI/RBI MEF panel for the financial year 2020-21 should apply.
- b. The applicant firm should have a registered branch office located in Shimla preferably its Head Office.
- c. Standing of the firm should be at least 10 years.
- d. The firm should have minimum 3 years' experience as statutory/ central auditor of StCB or DCCB in the state of Himachal Pradesh.
- e. The firm should have a minimum of 5 full time Chartered Accountants.
- f. Out of the 5, at least 4 should be full time partners exclusively associated with the firm.
- g. At least two partners should have minimum 10 years experience.

- h. At least 4 partners should be Fellow Chartered Accountants (FCAs).
- i. At least three partners of the firm must possess CISA/DISA qualification.
- j. Average annual turn-over of last 3 years of the firm should be Rs. 40,000,00.00 (Rs. Forty Lakh) or above.
- k. Any of the partner(s) of the firm should not be Director of any Bank operating in the area where The HP State Coop. Bank Ltd. is operating.

6. General Terms and Conditions:-

a. Term of Assignment

The CA firm under this EOI will be appointed for an initial term of one year. The extension can be granted for further defined period as deemed fit by the bank's management. The firm, subject to its fulfilling the prescribed eligibility norms will be allowed to continue for a further period of three years.

b. Adherence to Terms and Conditions

The CA firm 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 firm should provide professional, objective and impartial advice at all times and hold the Bank's interest paramount and should observe the highest standards of ethics, values and code of conduct, honesty and integrity while executing the assignment. The appointed CA firm will have to follow professional ethics and secrecy. The Bank reserves the right to ascertain information from the other Banks and institutions

to which the CA firm has rendered their services for execution of similar projects.

d. Single Point of Contact

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

e. Availability of manpower

At least one FCA Partner should be available for the assignment and in absence of which, one more partner should be designated for the purpose.

f. Applicable Law and Jurisdiction of Court

The contact with CA Firm 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.

g. Authorized Signatory

The selected CA firm shall indicate the authorized signatories who can discuss and correspond with bank, with regards to the obligations under the contract.

7. Fee Payable

Rs. 1500/-only for each sitting/per day has been fixed by the bank.

APPLICATION FORM:-

Annexure-1: ADDITIONAL DETAILS TO BE FURNISHED BY THE CA FIRM

Sr. No.	Particular	Details
1	Name of the Firm	
2	Address of the Firm	
3	Number of Branches/ Offices with Address/detail thereof	
4	Number of full time Chartered Accountants	
5	Number of full time Partner (out of Sr.No.4)	
6	No. of FCAs (out of Sr.No.4)	
7	Names of Partners with qualification and years of experience	
8	No. qualified staff (Paid CAs)	
9	No. of professional trainees/ audit staff	
10	Standing of the firm (in year)	
11	No. and Names of Partners with CISA/DISA	
12	No. of Paid CAs with CISA/DISA	

13	Experience as Statutory/Central Auditor of Bank in the state of Himachal Pradesh during last 3 years	
14	Annual turnover of last 3 years (please attach copy of annual audited financial statement)	
15	Details of Banks (under Core Banking Solution) audited with the name of CBS software	
16	Whether the firm is Statutory/ Central Auditor of any Himachal based Cooperative bank(s)? If yes, give detail.	
17	Whether any of the partner(s) is Director of any Bank? If yes, give details.	
18	Whether any disciplinary action taken/ pending proceedings against the firm by ICAI?	
19	Whether any of the clients of the firm is in legal battle with HPStCB.	
20	Sitting fee has been fixed for Rs. 1500/- only for each day.	