

EXPRESSION OF INTEREST
FOR SUPPORT CONSULTANT-CUM-INTERNAL AUDITOR OF THE BANK
(Tender Reference Number: EOI / 23/2020-21)
Date of issue of EOI: (22 July, 2020)

Table of contents

- 1) Preface
- 2) About The HP State Coop. Bank Ltd; (Scheduled Bank)
- 3) Submission and Evaluation of Proposals
- 4) Scope of Work
- 5) Minimum Eligibility Criteria
- 6) General Terms and Conditions
- 7) Admissible Fee
- 8) Application Form (Annexure-1 enclosed)

1. Preface

The purpose of this EOI is to solicit proposal from eligible Chartered Accountants firms to be appointed as “ **Support Consultant, Bank**” at HO at Shimla and branches.

- i. The last date for submission of proposal is **6th August, 2020** .
- ii. No proposals would be accepted after the above deadline.
- iii. The 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 The HP State Coop. Bank Ltd; (Scheduled Bank)

The HPStCB is Apex Bank in the state of Himachal Pradesh licensed under Banking Regulation Act, 1949 which became a scheduled commercial bank under the second schedule of Reserve bank of India Act 1934 in year 2014. The bank has 241 branches/Extn. Counters spread across 6 districts of the state. The Bank has a Deposit of Rs.11814 Crores, the Bank has a CRAR of 12.23% and a loan book size of Rs.6822 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 the firm, present and past assignments, educational qualification and experience of the partners, areas of specialization, contact details of the firm, infrastructure facilities and manpower).

b. Additional details to be furnished by the firm in the format enclosed (Annexure I). This 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. Filing of all GST related returns and assistance/guidance in annual GST audit.
4. Filing of appeals /appearance before various (TDS and GST) Tax authorities and courts at different places to represent the bank to settle the litigation/penalty notices and scrutiny of documents before filing any reply.
5. Handling all pending cases/audit matters under old/new service tax or GST laws and assistance in new tax laws in future.
6. Analysis and appraisal (Pre and post disbursement) of big loan projects reports and cost benefit analysis.
7. Participation in Loan Appraisal Committee and Audit Committee meetings of the bank.
8. Guidance on compliance with RBI/NABARD/Govt. directives w.r.t. loan & advances/ IRAC classification and provisioning compliance.
9. Guidance and monitoring of NPA.
10. Support in developing the record of fixed assets.
11. Any other work assigned by the authorities from time to time relating to day to day working of Bank.

5. Minimum Eligibility Criteria

- a. Only Category-I & II firms as per ICAI/RBI MEF panel for the financial year 2019-20 should apply.
- b. Firm's H.O. should be in Shimla.
- c. Standing of the firm should be at least 10 years.
- d. The firm should have minimum 3 years' experience as statutory auditor of Cooperative banks in the state of Himachal Pradesh and Nationalized banks.
- e. The Firm should have a minimum of 3 full time Chartered Accountants.
- f. Out of 3, at least 2 should be full time partners exclusively associated with the firm.
- g. At least 2 partners should have minimum 10 years experience.
- h. At least 2 partners should be Fellow Chartered Accountants (FCAs).
- i. At least one partner of the firm must possess CISA/DISA qualification.
- j. Average annual turnover of last 3 years of the firm should be Rs. 30 Lakh.
- 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 who 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 of 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 Contract 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 the Bank, with regard to the obligations under the contract.

7. Fees Payable:-

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

