

THE HARYANA STATE COOPERATIVE APEX BANK CHANDIGARH

TENDER NOTICE

FOR SELECTION AND EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONCURRENT AUDIT OF THE HARYANA STATE COOPERATIVE APEX BANK FOR THE FINANCIAL YEAR 2019-20.

1. Overview: Haryana State Cooperative Apex Bank is a Cooperative Body constituted under the Haryana Cooperative Societies Act 1961. The Bank is having its head office at Chandigarh along with 13 Branches and 2 Extension Counters in the city of Chandigarh & Panchkula. The total business of the bank is more than Rs.8400/- crores as on 31.03.2019.

2. Objective of Process: The Bank desires to engage a professional Chartered Accountant firms for conducting concurrent audit for the financial year 2019-20. The scope of audit is as under:-

- * Concurrent Audit of all 13 Branches, 2 Extension Counters and Head office.
- * Preparation of monthly reports.
- * Checking of NPAs as per IRAC norms.
- * Broad areas to be covered under concurrent audit are cash, investments, deposits, advances, bank guarantees, housekeeping and other critical items pertaining to compliance of RBI/NABARD/RCS instructions and as per the concurrent audit policy of the Bank.

3. Eligibility Criteria & General guidelines: Expression of interest is being called only from those firms whose name appears on the panel approved by the Govt. of Haryana. However, only those firms will be eligible for allotment of work which fulfill the following conditions:-

- i)** The CA firm should have minimum experience of 3 years of conducting Concurrent Audit in Commercial/Cooperative Banks.
- ii)** Any firm, which has been blacklisted by the ICAI will not be eligible. Similarly the firm facing disciplinary action will also not be eligible.
- iii)** No firm which has done Statutory Audit of the Bank for a particular financial year will be considered for the Concurrent Audit in the year subsequent to the year in which it has conducted the Statutory Audit.

- iv) Only those firms will be eligible who are DISA qualified.
- v) A concurrent auditor who has conducted Concurrent Audit of the bank may be considered for a consecutive second year, provided his work has been found satisfactory by the bank management.
- i) A CA firm which has conducted Concurrent Audit of the Bank for 2 consecutive years shall be compulsorily rested for a year before being considered again.
- ii) Concurrent Auditor to submit the monthly report covering the working/operations for all the working days of the month.
- iii) The successful applicants have to execute a contract/agreement within 10 days of issuance of appointment letter by the Bank. The contract shall be valid for 1 Audit Cycle or such extended period as may be mutually agreed.

4. Selection Process: Those C.A's firms who fulfill the basic eligibility criteria as stated above will be evaluated based on experience, availability of sufficient trained man power and audit fee to be demanded by the C.A firms. The applications not accompanied by all the required details and supporting documents would liable to be rejected.

5. Submission of Application:

- 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.
- Two separate bids(technical and financial) should be submitted in separate sealed envelopes super scribed as **“Technical/Financial bid”** **The envelopes containing technical / financial bids should be further sealed in a third envelop super scribed as “Application for appointment of Concurrent Auditors”**.
- All pages of the application except un-amended printed literature, if any shall be initialed by the person(s) signing the application and shall be signed by a person duly authorized to do so.
- Application format for technical bid is given in '**Annexure-A**' which needs to be submitted duly filled in with required particulars.

- The eligible and interested firms should submit their technical bid as per the prescribed format given at 'Annexure-A' along with supporting documents in a sealed envelope along with financial bid in a separate envelope as explained above.
- Application in any other mode except the mode given in this Para in a sealed envelope addressed to **“The Managing Director, The Haryana State Cooperative Apex Bank Ltd., SCO: 78-80, Sector 17-B, Chandigarh,** will not be accepted.
- The last date for receipt of application is 07.06.2019. Please note that no application shall be accepted after 2.00 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 Bank is not responsible for non-receipt of completed application within the specified date and time due to any reason including postal delay or otherwise.
- The Managing Director Haryana State Cooperative Apex Bank reserves the right to reject any/all the tenders without assigning any reason whatsoever.

- **Technical bids and financial bids as per procedure explained at Sr. No.'5' shall reach this office at the address given below on or before 07.06.2019 upto 2.00 PM. which will be opened on the same day at 3.00 P.M. in the office room of the undersigned in the presence of representatives of C.A. firms.**

**The Managing Director
The Haryana State Cooperative Apex Bank Ltd.
SCO No. 78-80, Sector 17-B
Chandigarh. Pin Code 160017**

In case of any clarification following Bank official may be contacted:
Deputy General Manager (A&I)
The Haryana State Cooperative Apex Bank Ltd.
Head Office, SCO 78-80,
Sector 17-B, Chandigarh-
Telephone No. 0172 - 2707953

ANNEXURE-A

APPLICATION FOR APPOINTMENT AS CONCURRENT AUDITORS

S. No.	Particulars	Details of the firm
1	Name of the Firm	
2	Address with PIN Code	Regd. Office: Branch Office:
3	Constitution(Detail of all Partners)	
4	Category of Firm	
5	Date of establishment	
6	Name of the key person with contact number	
7	No. of articles/Audit staff employed	
8	Detail of partner/paid employee having desired DISA qualification	
9	No. of years of Concurrent Audit experience in Banks	
10	Contact Nos.	
11	PAN No. of the firm	
12	Turnover of the firm of past three years.	
13	Detail of previous empanelment with other Commercial Banks/Cooperative Banks for the purpose of Concurrent Audit.	

I/We confirm that the information furnished above is true and correct and we have not been de-paneled/Black listed by any organization in the past and we fulfill all the conditions of eligibility for empanelment with Haryana State Cooperative Apex Bank Ltd., Chandigarh as a Concurrent Auditor.

I/We have read the terms and conditions stipulated for empanelment as Concurrent Auditor 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.

PLACE:

DATE:

Signature of the applicant with seal