

## The Bihar State Cooperative Bank Ltd

Ashok Raj path, Patna – 800004

### DETAILS OF TERMS AND CONDITION FOR C.A FIRM STATUTORY AUDIT OF THE BANK FOR THE FINANCIAL YEAR 2020.2021

01. The C.A Firm should complete BIO DATA along with Xerox copy of certificate in Proof of their claims.
02. The Firm should have a minimum 5 years experience of Statutory Audit of Commercial banks/RRB/Cooperative banks. -
03. The firm should be empanel with the Registrar, Cooperative, Societies, and Bihar Patna/NABARD.
04. The offer should be submitted in two separate Sealed envelopes containing technical bid and financial bid and the name of the bid (i.e. Technical/ Financial) should be super scribed in each envelop. Both the envelopes should be kept in one envelop duly sealed and sub scribed" Offers for empanelment of Chartered Accountant Firm for Statutory Audit.
05. First the technical bid will be opened on \_\_\_\_\_ at 3.30 P.M in presence of the representative of the firm and subsequently the financial bid will be opened in respect of only the Firm qualifying in technical bid.
06. The technical bid should contain the following details with supporting documents.
  - I. Year of Establishment and details of Partner.
  - II. Photography of Constitution Certificate of the Institute of Chartered Accountants of India showing the year of association of each Partner with the firm.
  - III. Name of the Qualified Assistants along with their membership number as per Constitution Certificate of ICAI.
  - IV. Name of Registration No. of Semi Qualified Assistant and zerox copy in proof of qualification.
  - V. No. of other Assistants.
  - VI. Experience in Audit of Co-operative Bank, Commercial Bank & Regional Rural Bank, (Concurrent Audit, Statutory Audit, Central Audit etc.)
  - VII. Papers in support of experience & empanelment with Register, Cooperative Societies, Bihar, Patna/NABARD.

07. The Selection of the Firm shall be on the basis of marking pattern as given below:-

I	Year of Establishment (Maximum 30 Points)	02 Points per Year
II	No. of Partners ((Maximum 30 Points)	5 Points for FCS whose association with the firm is at least 5 Years.
III	No of Assistant (Maximum 20 Points)	3 Points per Qualified Assistant 2 Points for Semi- Qualified Asst. 1 Point for other Assistant.
IV	Experience of firm in the Bank' Audit :-	
A	Central Statutory Audit (Maximum 5 Points)	1 Points for each year of Central Statutory Audit.
B	Branch Statutory Audit/RRBs Branch (Maximum 5 Points)	1 Points for each year of Branch Statutory Audit.
C	Concurrent Audit of Banks (Maximum 5 Points)	1 Point for each Year of Concurrent Audit.
D	Audit of Co-Operative Bank (Maximum 5 Points)	1 Point for each year of Audit of Cooperative Bank

08. The Firm is required to present details in such manner with sufficient evidence so that the points may be calculated easily and accurately. Preferably, this may be given in separate sheet.
09. The offer as stated above should reach to the Managing Director on or before 17.05.2021, 3.30 P.M
10. The offer will be opened on \_\_\_\_\_ at 3.30 P.M in presence of applicants or their representative.
11. Offers should be inclusive of T.E and Halting.
12. The Bank reserves right to cancel any or all offers without assigning any reason.

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Dy. General Manager

Managing Director