

BIHAR STATE CO-OPERATIVE BANK LIMITED
ASHOK RAJPATH, PATNA- 800 004

**DETAILS OF TERMS & CONDITIONS FOR C.A. FIRM FOR CONCURRENT AUDIT OF THE
BANK FOR THE FINANCIAL YEAR 2021-22**

01. The C.A. Firm should submit complete BIO DATA along with Zerox copy of Certificate in proof of their claims.
02. The Firm should have a minimum 5 years experience of Concurrent/Statutory audit of RRB/ Coop. Banks.
03. The Firm should be empanelled with the Registrar, Coop. Societies, Bihar, Patna/ NABARD.
04. Experience in Audit of Co-operative Banks more than five years will be given preference.
05. 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 superscribed in each envelop. Both the envelopes should be kept in one envelop duly sealed and subscribed "Offers for empanelment of Chartered Accountant Firm for Concurrent Audit."
06. First the Technical bid will be opened on 09/08/2021 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.
07. The technical Bid should contain the following details with supporting documents.
 - i) Year of Establishment and details of Partners.
 - ii) Firm should be in category 1 and with Unique code No. allotted by R.B.I.
 - iii) Photocopy of Certificate of the Institute of Chartered Accountants of India showing the year of association of each Partner with the firm.
 - iv) Name of Qualified Assistants along with their membership number as per constitution certificate of ICAI.
 - v) Details of Semi Qualified Assistant and zerox copy in proof of qualification.
 - vi) No. of other Assistants.
 - vii) Experience in Audit of Co-operative Banks, & Regional Rural Bank (Concurrent Audit, Statutory Branch Audits etc.)
 - viii) Papers in support of experience & empanelment with Registrar, Cooperative Societies, Bihar, Patna / NABARD.
08. The offer as stated above should reach to the Dy. General Manager, Accounts on or before 06/08/2021 by 3.30 P.M.
09. First the Technical bid will be opened on 09/08/2021 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.
10. Offers should be inclusive of T.A. and Halting.
11. The First assignment for concurrent Audit will be made for the year 2021-22. However, it may be extended if the performance of the Chartered Accountant Firm is found satisfactory.
12. The Concurrent Audit for three Branches namely Bihat, Chapra, Darbhanga should be on Monthly basis and rest Branches including H.O. Quartely basis. The rate should be quote accordingly.
13. The Bank reserves right to cancel any or all offers without assigning any reason.

Deputy General Manager(Accounts)

Managing Director

