

उत्तर बिहार ग्रामीण बैंक

**प्रधान कार्यालय, कलमबाग चौक
मुजफ्फरपुर, बिहार, 842 001**



UTTAR BIHAR GRAMIN BANK

**HEAD OFFICE, KALAMBAGH CHOWK
MUZAFFARPUR, BIHAR, 842 001**

(Sponsored By :: Central Bank of India)

Website :: www.ubgb.in

E-mail :: smaudit@ubgb.in

Head Office :

Date: 04.12.2016

APPLICATION ARE INVITED FOR ASSIGNMENT OF CONCURRENT AUDIT IN UTTAR BIHAR GRAMIN BANK, HEAD OFFICE, MUZAFFARPUR (BIHAR)

Application are invited for **assignment of Concurrent Audit** at branches of Uttar Bihar Gramin Bank. The Head Office of the Bank is situated at Muzaffarpur, Bihar. The concurrent audit is to be conducted at following branches, as per average business figure of 2014-15. -

Sl No	Branch	Class	District	R O
1	Banmankhi	b	Purnia	Purnia
2	Bhatkhora Bazar	b	Madhepura	Madhepura
3	Jhala	b	Kishanganj	Araria
4	Tulsia	b	Kishanganj	Araria
5	Thakurganj	b	Kishanganj	Araria
6	Kritya Nand Nagar	b	Purnia	Purnia
7	* Madhepura	b	Madhepura	Madhepura

[* District headquarter branch]

The following terms and conditions shall be applicable for appointment of Chartered Accountants Firms as Concurrent Auditors:

01. The firm should be either a proprietorship or a partnership having Chartered Accountants as proprietor/ partner(s).

02. The tenure of Concurrent Auditor shall be for six months as approved by the Board . The tenure may be extended on the basis of performance at the discretion of the Board of the Bank. However, in case the performance of the Concurrent Auditor falls short of the expectation of the Management, the Concurrent Auditors may be replaced at any time. The performance of Concurrent Auditors will be monitored by the Regional Offices on monthly basis. RO scrutinizing the monthly concurrent audit reports, submit the rating at the end of every month to Audit & Inspection Department, Head Office for review.

03.. The location-wise eligibility criteria will be as under:

For District Head Quarter Branches/ Other branches

Professional standing : more than 03 years

Partnership/ proprietorship Firms only, of which FCA/s at least : 01.

Experience - Minimum 01 public sector Banks as Concurrent Auditors or Statutory Auditors.

(experience of the Firm only as Statutory and Concurrent Auditor is to be taken and not that of individual partner shall be counted)

04. The Firms should be having Chartered Accountants as partner(s)/ proprietor

05. The firm or its proprietor/partners have not been the subject of inquiries in the past by the Institute of Chartered Accountants of India as per the provisions of Section 21 of the Chartered Accountants Act, 1949 and no such inquiry is pending, initiated, or contemplated by the Institute as on the date of application as well as date of acceptance of assignment. They should not be blacklisted in Central Bank Of India or in any other financial institutions.

06. Where there are group of firms of Chartered Accountants having common partners, only one of the firms in the group will be eligible for assignment of Concurrent Audit.

07. The Firm would normally be allotted Concurrent Audit of only one branch of the Bank.

08. Besides Chartered Accountant, the firm should have other qualified and other experienced staff, infrastructure and office within an approachable distance from the location of the auditee branch/office to undertake Concurrent Audit.

09. The firm which conduct Statutory Audit of Uttar Bihar Gramin Bank shall not be considered for appointment as Concurrent Auditor by the Bank during that year and the next year.

10. The firm which has a partner/ proprietor who is also a partner/proprietor of the firm entrusted with the Statutory Audit of Uttar Bihar Gramin Bank shall not be considered for appointment as Concurrent Auditors in Uttar Bihar Gramin Bank. In other words, sister/associate concerns of the firm carrying out Statutory Audit of Uttar Bihar Gramin Bank shall not to be considered for appointment as Concurrent Auditors.

11. If any of the Directors of Uttar Bihar Gramin Bank is a partner/proprietor in a firm, such firm shall not be considered for appointment as Concurrent Auditor.

12. The Concurrent Auditor shall not be entitled for any additional benefits or perquisites, apart from schedule of fee for Concurrent Audit as per point no. 21

13. In case the performance of the Concurrent Auditor fall short of the expectation of the Management, the Bank may terminate the assignment of the Concurrent Auditor at any time.

14. If any serious acts of omission or commissions/ malafide intention are noticed in the working of Concurrent auditors, their appointment may be cancelled and the fact may be reported to NABARD & ICAI.

15. After completion of assignment, the Firm may be considered for audit assignment in other branches. This will be purely at the discretion of the Bank and no rights whatsoever shall accrue to the Firm for such appointment.

16. The Concurrent Audit should be conducted on daily basis (on all working days) by audit assistant. The partner/proprietor shall visit branch at least for 6 days in a month for respective allotted branches.

17. The assignment of concurrent audit given by us should not be given to anybody on subcontract basis.

18. Mere submission of application for Concurrent Audit and fulfilling the criteria thereof does not, in any way, constitute guarantee for assigning any type of audit of the Bank.

19. Allotment will be made for vacancies existing and no correspondence shall be entertained in the matter. Application received shall be valid for only one process.

20. If Firm or partner are availing any credit facility(s) from any branch of Uttar Bihar Gramin Bank or have guaranteed any credit facility, please furnish the following information:

Name of the partner :
Name of Bank's Branch :
Nature of dealing/facilities :
Banking since with A/c No. :

21. Schedule of fee for Concurrent Audit for the respective tenure:

(On the basis of average business of financial year 2014-15.)

<u>Class</u>	<u>Business</u>	<u>Fee</u>
(a)	Business of the Branch upto 15.00 crore	Rs.5,000.00 per month
(b)	Business of the Branch above 15.00 crore to 50.00 crore	Rs.7,000.00 per month
(c)	Business of the Branch above 50.00 crore to 150.00 crore	Rs.9,000.00 per month
(d)	Business of the Branch above 150.00 crore to 300.00 crore	Rs.11,000.00 per month
(e)	Business of the Branch above 300.00 crore	Rs.12,000.00 per month

Service Tax if applicable, will be paid separately provided the firm furnishes the service tax registration number. TDS will be deducted as per rule.

18. At the exigencies of the management application may be considered even for another branch at same or nearby station.

19 . The Firm has to submit following papers at the time of apply (off line)

01.Duly filled in Application form (2) Copy of Registration of the Firm (3) Copy of qualification of each partner issued by ICAI (4) Copy of PAN of the Firm (5) Copy of PAN of the partner (6) Address proof of the Firm (7) Address proof of the partner (8) Copy of registration with Central Excise Deptt (Service tax registration) (9) Certificate of practice.

[All papers should be self certified].

If we do not receive complete set of documents in a single lot as mentioned above, assignment will stand cancelled automatically without showing any reason thereof and no correspondence will be entertained on this issue.

20. If above terms and conditions are acceptable then only hard copy of application should reach us by 21.01.2016 on address: General Manager (A&I), Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk , Muzaffarpur, PIN- 842 001 (BIHAR).

Hemant Kumar)
CHIEF MANAGER

**Application form for assignment of Concurrent Audit in Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur (Bihar)
Pin Code- 842 001**

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(Recent self attested photograph of proprietor/partner)

Name of the Branch(s) for which application is tendered:

SI No.	Branch	District	RO
01			
02			
03			
04			
05			

Name of the Firm:		
Address of the Firm	Head Office	Branch Office
Email ID		
Phone No.		
Mobile No.		
Name and residential address of principal of Firm		
Email ID		
Phone No.		
Mobile No.		
Status:	Partnership/ Proprietorship:	
Registration No. of the Firm with ICAI:		
Date of Registration:	DD/MM/YYYY	
PAN No. of the Firm (copy enclosed):		

Constitution:				
Empanelment code of C & AG:				
Date of Registration (enclose copy): DD/MM/YYYY				
Whether subjected to enquiry by ICAI/RBI:				
No. of Partners/ Directors (in case of company):				
Staff strength:				
Employed CA s:				
Article Assistant:				
Retired Bank Officer				
Others:				
Previous experience in Bank Audit:				
	Bank	Branch	From	To
Service Tax No. (copy enclosed):				
Total Year of experience in Concurrent Audit:				
	Bank	Branch	From	To
If Firm or partner are availing any credit facility(s) from any branch of Uttar Bihar Gramin Bank Or have guaranteed any credit facility, please furnish the following information:				
Name of the Partner				
Name of Bank's Branch				
Nature of dealing/ facilities				
Banking since with A/c No				

(Enclosed photocopy of relevant documents with self attestation with application form alongwith KYC documents of the Firm, Principal and Articles.)

All terms and conditions have been read, understood and acceptable to me/us.

Declaration:

(a) We confirm that the details/information furnished above are/is true and correct. In case any detail furnished is found incorrect later on, the Bank has right to terminate the assignment, without giving any prior notice, in addition to taking up with ICAI for action as deemed fit.

(b) We shall undertake to maintain secrecy of the Banking transactions/ Accounts as per Banking Regulation Act.

Place:

Signature with seal.

Date: