



UTTAR BIHAR GRAMIN BANK

Head office: Kalambagh Chowk, Muzaffarpur [Bihar]

To be up loaded on website of UBGB

Annexure-II

APPLICATION ARE INVITED FOR APPOINTMENT/ASSIGNMENT OF CONCURRENT AUDITOR FOR THE UNDER MENTIONED BRANCHES OF UTTAR BIHAR GRAMIN BANK, HEAD OFFICE, MUZAFFARPUR (BIHAR)

Off line Applications are invited from Chartered Accountant Firms for assignment of Concurrent Audit of following different branches of Uttar Bihar Gramin Bank.

SN	Name of The Branch	Regional Office	District	Advance As on 31.03.18	Deposit As on 31.03.18	Business As on 31.03.18	Fee per month (Rs.)	Scale of the branch
1	Araria	Araria	Araria	13.55	29.43	42.98	12,000	III
2	Purnia	Purnia	Purnia	6.89	47.24	54.12	12,000	III
3	Kishanganj	Araria	Kishanganj	10.83	22.62	33.46	12,000	III
4	Supal	Saharsa	Supal	24.43	40.57	64.99	12,000	III
5	Saharsa	Saharsa	Saharsa	23.53	48.88	72.42	12,000	III
6	Katihar Bazar	Purnia	Katihar	20.32	35.05	55.37	12,000	III
7	Madhepur	Saharsa	Madhepura	20.12	23.43	43.55	12,000	III
8	Lohiya Nagar	Saharsa	Supaul	39.11	49.31	88.42	13,000	IV
9	Barhara Kothi	Purnia	Purnia	32.43	23.23	55.66	12,000	III
10	Jalalgarh	Purnia	Purnia	29.73	14.79	44.51	12,000	III
11	Banmankhi	Purnia	Purnia	28.04	12.71	40.75	12,000	III
12	Rajapatti	Gopalganj	Gopalganj	27.29	38.62	65.90	12,000	III
13	Champanagar	Purnia	Purnia	25.45	10.72	36.16	12,000	III
14	Singheshwar	Saharsa	Madhepura	25.14	11.88	37.02	12,000	III
15	Sarsi	Purnia	Purnia	25.07	8.75	33.82	12,000	III
16	Guru Bazar	Purnia	Katihar	24.72	15.80	40.52	12,000	III
17	Kritya Nagar	Purnia	Purnia	24.50	10.82	35.32	12,000	III
18	Bhatkhora Bazar	Saharsa	Madhepura	23.80	9.71	33.51	12,000	III
19	Tulsiya	Araria	Kishanganj	23.78	11.81	35.59	12,000	III
20	Sheohar	Sitamarhi	Sheohar	7.13	21.13	28.26	10,000	I
21	Sitamarhi	Sitamarhi	Sitamarhi	6.74	59.34	66.07	12,000	III
22	Bettiah	Bettiah	West Champaran	2.83	26.47	29.30	10,000	II

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

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

02.. The eligibility criteria will be as under:

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).

03.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.

04. 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.

05. The tenure of Concurrent Auditor shall be for one year . The tenure may be extended on the basis of performance and 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 who will after scrutinizing the monthly concurrent audit reports, submit the rating at the end of every month to Audit & Inspection Department, Head Office for review.

06. 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 Head Office of UBGB to undertake Concurrent Audit.

07. 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.

08. 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.

09. 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.

10. The Concurrent Auditor shall not be entitled for any additional benefits or perquisites, apart from schedule of fee for Concurrent Audit as mentioned above in chart.

11. In case , the performance of the Concurrent Auditor fall short of expectation of Management or the Audit Committee of the Board, the Bank may terminate assignment of the Concurrent Auditor at any time.

12. 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.

13. 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.

14. In normal course, at any one point of time, not more than one audit assignment would be awarded to a firm. An audit assignment that needs to be carried out across the branches / units at different locations would be considered as a single assignment for this purpose.

15. 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.

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

17. 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.

18. 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.

19. 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. :

20. Fee for Concurrent Audit: As mentioned above in chart + service tax(GST). GST is payable by the Bank separately provided the Firm furnishes the GST registration no./ TAN no. etc. TDS shall be deducted at source as per rule.

21. At the exigencies of the management, application may be considered even for another branch at same or nearby branch, not opted by the Firm.

22 . 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 (10) Copy of experience of audit as Statutory Audit & Concurrent audit. (11) Certificate related to GST No. (12) Declaration on letter head regarding information required under point no. 03, 07 & 08.

[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.

23. The CA Firm is required to undertake Concurrent Audit of the branches, allotted to him. Audit & Inspection department, Head Office shall provide a detailed checklist, other operating guidelines and structured formats for the audit report/ certificate with assignment letter. The report is to be submitted in time before 05th working day of succeeding month. Delay in submission of report and shall be considered while evaluating performance of the CA Firm.

24. If above terms and conditions are acceptable then only hard copy of application should be submitted so that the application alongwith all required papers may be received by us **by 06.10.2018** on address: General Manager (A&I), Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk , Muzaffarpur, PIN- 842 001 (BIHAR). "Application for the appointment of Concurrent Auditor" should be written on top of the envelop.

(D. S. Shaligram)
General Manager

