

**EXPRESSION OF INTEREST**  
**FOR SUPPORT CONSULTANT –CUM-INTERNAL AUDITOR OF THE BANK**  
(Tender Reference Number: EOI/ ABS/1/23 Dated 16st August, 2023))

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**1. Preface**

- i. The purpose of this EOI is to solicit proposal from eligible Chartered Accountants to be appointed as Support Consultant, in the Bank at Head Office on fixed remuneration monthly basis.
- ii. Last date for submission of proposal is by closing hour of office on **31st August., 2023**.
- iii. No proposals would be accepted after the above deadline.
- iv. Proposal duly sealed in envelop shall be accepted. The proposal submitted through other modes e.g. through e-mail etc. shall not be accepted.
- v. Bank reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. The Bank's decision in this regard shall be final and binding.

**2. About H.P. State Cooperative Bank Ltd.**

The HPStCB is an Apex Bank in the state of Himachal Pradesh licensed under Banking Regulation Act, 1949 which became a scheduled bank under the second schedule of Reserve bank of India Act 1934 in year 2014. The bank has 240 branches/Extn. Counters spread across 6 districts of the state. The Bank has a Deposit of Rs.14132.72 Crores , a loan book size of Rs.8652.07 Crores and CRAR of 17.34% (audited) as on 31.03.2023.

**3. Submission and evaluation of Proposals**

- i) The proposals shall be submitted duly signed by the authorized signatory with the seal of the CA firm and to be delivered at the address:

**The Managing Director,  
The H.P. State Co-operative Bank,  
H.O., The Mall Shimla-171001**

ii) The documents to be submitted are:

a. Application containing Profile of the CA Firm (with details of the firm, present and past assignments, educational qualification, experience of the partners, areas of specialization, contact details of the firm, infrastructure facilities and manpower).

b. Application Form (Annexure-1) has to be furnished in the letter-head of the firm.

The EOI has to be submitted in sealed envelop super-scribed with the title

**-"FOR SUPPORT CONSULTANT-CUM-INTERNAL AUDITOR OF THE BANK ".**

#### **4. Major Scope of Work**

1. Review of Accounts of the Bank on quarterly basis including arriving at net profit/loss and preparation of Financial Statements with provisioning quantification;

2. Monitoring of Branch Profit/loss and GL;

3. Streamlining of GL heads w.r.t. preparation of Financial Statements at branch level as well as Head office level as a whole;

4. Guidance on and monitoring of NPA;

5. To verify and comment on Bank Reconciliation Statement complied for different bank accounts;

6. Consultancy/Guidance/handling of matters relating to TDS/GST laws, advance tax computation and other Tax related matters inclusive of HO and branches. Representation & submission of reply of Income Tax/GST related matters pertaining to Head Office before Tax Authorities ;

7. To report to the Bank any lacuna noticed in the existing procedures and suggest improvement;

8. Monitoring of TPM (Transfer Price Mechanism) for HO to Branches and vice-versa;

9. To review and help the management in implementing proper accounting procedures and internal check and control.

10. To suggest the measures for cost control to increase the revenue of the Bank.

11. Analysis and appraisal (Pre and post disbursement) of big loan projects reports and cost benefit analysis.

12. Participation in Loan Appraisal Committee and Audit Committee meeting of the bank.

13. Checking of various MIS reports generated along with statements and information being used and generated from system.

14. Review of Inter-Bank and Inter-branch reconciliation.

15. Sundry and suspense account monitoring;

16. Monitoring of borrowings including Interest application on borrowings

17. Support in MIS development;

18. Support in developing the record of fixed assets.

19. All reporting statements to be submitted to outside agencies be checked before getting these certified from any outside CA as per practice in vogue.

20. The basic statements and registers etc. shall be prepared and completed by the concerned section. The appointed CA will verify and authenticate the same on regular basis;

21. Preparation and registration of deeds/agreements relating to financial matters;

22. Guidance on compliance with RBI/NABARD/Govt. Directives w.r.t. loan and advance/IRAC classification and provisioning compliance etc.

33. Any other work assigned by the authorities from time to time.

## **5. Minimum Eligibility Criteria.**

- a. Only rating-I firms as per ICAI/RBI/MEF panel for the financial year 2022-23 should apply.
- b. Firm's branch office preferably Head Office should be in Shimla.
- c. Standing of the firm should be at least 10 years.
- d. The firm should have minimum 3 years' experience as statutory/central auditor of StCB or DCCB in the state of Himachal Pradesh based Cooperative Banks.
- e. The firm should have a minimum of 5 full time Chartered Accountants.
- f. Out of the 5 full time Chartered Accounts, at least 4 should be full time partners exclusively associated with the firm.
- g. At least two partners should have minimum 10 years experience.
- h. At least 4 partners should be Fellow Chartered Accountants (FCAs).
- i. At least three partners of the firm must possess CISA/DISA qualification.
- j. Average annual turn-over of last 3 years of the firm should be Rs. 40,00,000.00 ( Rs. Forty Lakh) or above.
- k. Any of the partner(s) of the firm should not be Director of any Bank operating in the area where The HP State Coop. Bank Ltd. is operating.

## **6. General Terms and Conditions:-**

### **a. Term of Assignment**

The CA firm under this EOI will be appointed for an initial term of one year. The extension can be granted for further defined period as deemed fit by the bank's management.

### **b. Adherence to Terms and Conditions**

The CA firm which wishes to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI in true intent and spirit. If the responses contain any extraneous conditions put in by the Respondents, such responses shall be disqualified and shall not be considered for the selection process.

### **c. Professionalism**

The CA firm should provide professional, objective and impartial advice at all times and hold the Bank's interest paramount and should observe the highest standards of ethics, values and code of conduct, honesty and integrity while executing the assignment. The appointed CA firm will have to follow professional ethics and secrecy. The Bank reserves the right to ascertain information from the other Banks and institutions to which the CA firm has rendered their services for execution of similar services.

### **d. Single Point of Contact**

CA Firm has to provide detail of single point of contact viz. name, designation, address, e-mail address, telephone/mobile no. fax no. etc.

### **e. Availability of manpower**

At least one FCA Partner should be available for the assignment and in his absence, another partner should be available for assignment.

### **f. Applicable Law and Jurisdiction of Court**

The contact with CA Firm shall be governed in accordance with the laws of India for the time being in force and will be subject to the exclusive jurisdiction of courts at Shimla, Himachal Pradesh.

### **g. Authorized Signatory**

The selected CA firm shall indicate the authorized signatories who can discuss and correspond with bank, with regards to the obligations under the contract.

**APPLICATION FORM:-****Annexure-1 : ADDITIONAL DETAILS TO BE FURNISHED BY THE CA FIRM**

<b>Sr.No.</b>	<b>Particular</b>	<b>Details</b>
1	Name of the Firm	
2	Address of the Firm	
3	Category of firm as per ICAI/RBI/MEF panel for F.Y. 2022-23	
4	Address of registered office located at Shimla.	
5	Standing of the firm (in years)	
6	Experience as Statutory/Central Auditor of StCB or DCCB in the state of Himachal based Cooperative bank(s).	
7	Number of full time Chartered Accountants.	
8	Number of full time Partner (out of Sr.No.7) exclusively associated with the firm.	
9	Name of two partners having ten years experience (out of sr. no. 7).	
10	No. and Names of FCAs (out of Sr.No.7)	
11	No. of qualified staff (Paid CAs	
12	No. and Names of Partners with CISA/DISA (out of Sr.No.7)	
13	No. of Paid CAs with CISA/DISA	
14	Annual turnover of last 3 years (please attach copy of annual audited financial statement)	
15	Whether any of the partner(s) is Director of any Bank? If yes, give details.	
16	Details of Banks (under Core Banking Solution) audited with name of CBS software	
17	Whether any disciplinary action taken/pending proceedings against the firm by ICAI?	
18	Whether any of the clients of the firm is in legal battle with HPStCB.	
19	Monthly Fee quote (minimum quote amount is Rs.50000/- plus GST per month)	

Authorized Signatories of CA Firm

Along with stamp

Date:-

Place:-