



Citizencredit Centre, 236, Marve Road, Orlem, Malad West, Mumbai 400 064

CITIZENCREDIT CO-OPERATIVE BANK a Scheduled, Multi-state Co-operative Bank having branches in Mumbai, Thane, Pune, Nashik, Daman & Goa invites applications from eligible Chartered Accountant firms for appointment of Stock Auditors of the Bank FY 2024-25.

The applicant Audit firms should have minimum 5 years of experience in carrying out Stock audits at other Co-operative Banks / Commercial Banks and should be eligible as per the terms and conditions stated in Annexure I.

Individuals/ Firms conforming to the above criteria may apply in strict confidence with full particulars of qualifications, experience in the field, financial quote for the audit and their credentials in the prescribed format only (**Refer to Application Form in Annexure II**).

Last Date to apply: - 25.10.2023

The application with enclosure to be emailed to

Email Id: audit.hod@citizencreditbank.com

Applications in other forms will not be entertained.

ANNEXURE I

Terms and Conditions:

1. None of the Partners of the Firm/Proprietor of the concern should be a Director of Citizencredit Cooperative Bank Ltd.
2. The firm or its Partner/Proprietor have/has not been subjected to inquiries in the past for misconduct by the Institute of Chartered Accountants of India as per provision of section 21 of the Chartered Accountants Act, 1949. Similarly, no such inquiries are pending initiated or contemplated by the Institute till date.
3. The firm/any partners/ Directors of the firm/ Company should not have any disciplinary matters pending with ICAI/RBI and they should not have suffered any disqualification.
4. The firm is qualified to act as Stock Auditor of the Bank under section 141 of the Companies Act, 2013 and the disqualification contained therein does not apply to the firm.
5. The assignment of audit should not be sub contracted to other firm/persons in any manner whatsoever.
6. The audit is to be conducted on a contemporaneous basis with the transactions and audit report is required to be submitted within 7 days from the end of the audit period.
7. The audit firm to ensure strict adherence to the timelines framed by the Bank for conduct of audit and issue of audit reports.
8. The audit to be conducted under the supervision of a Chartered Accountant/Partner or senior employee of the firm.
9. The audit firm will not lobby, directly or indirectly, for any credit proposals of their friends/clients to the Bank.
10. The audit firm / or the partners or any of their clients should not have any credit facilities with the Bank, for which they are applying, except credit facilities against their own deposits.
11. If any of the Proprietor / Partner/ Director of the Audit firm/ Company is related to any of the employees/ Directors of the Bank, the relationship with such employees/ Directors should be specifically mentioned in the application.
12. If any of the Proprietor/Partner/Firm is an auditor, consultant or employed/associated in any capacity with any firm or business entity having credit facilities with the Bank, the same to be specifically mentioned in the application.
13. The Bank has the discretion to consider or reject any of the applications, based on any of the RBI / Government / Internal guidelines of the Bank.

14. Only the audit firm provisionally selected for empanelment will be communicated through e-mail.
15. **No individual intimation will be sent to the audit firms whose application is not considered.**
16. The audit firm should give their consent in writing / undertaking letter in the **Prescribed Format** agreeing to comply with and be bound by the terms and conditions prescribed by the Bank.
17. The proposed appointment should be within the limits laid down by or under the Authority of the Act.

Acceptance of Offer:

The audit firm which is selected for empanelment will be communicated through issue of Appointment letter and the acceptance to Bank's offer is to be confirmed by the audit firm by way of return acknowledgement to the Audit department, Citizencredit Centre, Malad **within 7 days of Banks communication conveying appointment**

Frequency of Conduct of Stock Audit:

The Stock Audit has to be conducted Annually.

Details of Fee Structure:

1. The audit firm is required to submit their quotation for conduct of the above audits.
2. Audit fee will be paid [after deducting applicable TDS] by the Bank within 15 days after receipt of hardcopy of the Bill along with the Auditor's Certificate on compliance by the respective department/branch.
3. Other than the above, travelling, out of pocket expenses, fees for inspecting the securities/attending training/workshops, conducting audit of Extension Counters etc., will be paid.
4. Fee structure will be reviewed on a year to year basis solely at the discretion of the Management.
5. The Bank shall have the absolute discretion in allotting the branch, revising fee structure, stipulating terms and conditions of the appointment like experience in Stock Audit of our branches / other banks and termination of the services of the empanelled auditor after giving due notice at any point of time including during the pendency of the contract.

ANNEXURE II

M/s (Name of the Chartered Accountant Firm)

PROFILE / RESUME

I. GENERAL INFORMATION				
1. Name of the Firm				
2. Complete postal/communication address of the Head Office/Main Office				
3. Office telephone Number/Numbers				
4. Office FAX Number				
5. E-mail address				
6. Constitution/status, as on date				
7. Date/year of formation/ establishment of the Firm				
8. Registration Number of the firm with date with Institute of Chartered Accountants of India (ICAI)				
9. Registration Number of the firm with date (unique code Number) with Reserve Bank of India				
10. GST Registration Number				
11. C&AG Empanelment Number				
12. Permanent Account Number (PAN) of the firm				
13. Number of partners				
14. Name, qualification, membership Number, year and other details (specific qualification may also be mentioned)				
Name of the partners with Contact Number				
Name of Partner	Educational qualification	Membership Number	Year	Brief profile
16) Details of audit staff employed				
a) Qualified Chartered Accountants				
b) Semi qualified Chartered Accountants				
c) Retired/ex-bank officers				
d) Article/audit clerks				
e) Other assistants				
f) Total				
II. Past experience of the firm relating to various bank audits: (Scheduled Co-operative banks/ Scheduled Commercial Banks only)				
A. Statutory Branch Auditors				
Name of the Bank & Branches		No. of years		Period

B. Concurrent Auditors		
Name of the Bank & Branches	No. of years	Period
C. Tax Consultant /Tax Auditors		
Name of the Bank	No. of years	Period
D. Stock Auditors		
Name of the Bank	No. of years	Period
E. Any other Special Audit/ assignments allotted by the bank		
Name of the Bank & Branches	Nature of assignment	Year
III. Details of Bank audit assignment currently on hand		
Name of the Bank & Branches	Nature of audit	Year
IV. Details of various types of audit assignments of Citizencredit Co-operative Bank done in the past 10 years		
Name of the branch	Type of audit	Year
V. Details of firms/companies having credit facilities with Citizencredit Cooperative Bank with whom the audit firm or partner/director is associated		
VI. Any other relevant details/particulars of the firm		
VII. Quotation for Stock Audit Fees		
Name of the Audits	Quotation	