



ESTD - 1952

Ref. No. MCB/GM/

/2023-2024

Date : 26.02.2024

To,
M/s.....
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Sub : Sealed Tender for appointment of Concurrent Auditor for the year 2024-2026.

Dear Sir,

Sealed tenders are invited for appointment of Concurrent Auditor for the year 2024-2026 as per details mentioned below :

1) **Introduction :**

Ours' is a Salary Earner's Urban Co-operative Bank having working capital Rs.5247.23 crores as on 31.03.2023. We intend to appoint Registered Chartered Accountant Firm for conducting **100% Concurrent Audit** of 21 branches and Head Office (Accounts, Administration, Loan, Estate, Printing & Stationery, MR, Computer Department, Secretarial & Legal department) for the financial year 2024-2026. Scope of audit for the same is enclosed for your reference.

Bank has implemented Core Banking Software (FINACUS) at its all Branches and Head Office (Accounts Section). Concurrent audit is to be carried out accordingly and also examine various aspects connected with the system alongwith guidelines issued by Reserve Bank of India, Registrar of Co-operative Societies, I.C.A.I (as applicable) from time to time and policies/rules decided by Board of Directors of the Bank.

2) **Eligibility Criteria :**

- 1) The Chartered Accountant firm must be registered for more than 15 years and GST registration of Chartered Accountant firm must be in Maharashtra State only.
- 2) Proprietary firm is not eligible for appointment as concurrent auditor The Firm should be a partnership firm/Limited co /LLP (Minimum 3 partners required)
- 3) The Chartered Accountant firm must have an experience of atleast 5 years in auditing of Bank. Out of that, Concurrent Auditor must have atleast last 2 years experience of auditing two banks.
- 4) Concurrent auditor must submit bank audit report in Marathi language only. Report must be submitted in hard copies & soft copies to Bank.
- 5) In order to have qualitative concurrent audit, the auditor deployed for concurrent audit must possess minimum B.Com. or C.A. (Inter) as educational qualification. Further he must have minimum one year bank audit experience. The firm should consist of sufficient number of employees / articles having banking knowledge.

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- 6) Concurrent auditors must provide certificates as and when demanded by Reserve Bank of India or any other authority.
- 7) One of the partner should comply DISA /CISA qualification. Necessary Certificates to be attached with Tender.
- 8) The Firm should consist of Ex-bankers as auditors having work experience of more than 25 years
- 9) The senior auditor must visit Branches and check the concurrent auditor's work atleast twice in a month .The senior auditor should prepare summary observation report of important issues observed during the concurrent audit and discuss the same with Branch Manager & obtain his signature on said report.
- 10) Turnover of the Chartered Accountant firm should be more than Rs.30 Lacs for last 3 years. (Each year)
- 11) The concurrent auditor's official should do **100% concurrent audit** work specified for branch Bank as mentioned below to complete the concurrent audit work.

Sr No	Branches	Total Br.	Required Manpower	Minimum Quote	Required Mandays	Penalty @ 5% of Monthly Audit Fee per absent day
1)	Large Transaction Br					
	1) Head Office (Accounts, Secretary, Administration, MR, Printing & Stationery, Estate, IT Dept & Legal Dept.),	1	2	36,000	All working days & all working hours	Absent for 3 or more required mandays in a month per branch
	2) Head Office Branch	1	1	18,000		
	3) Byculla Branch	1	2	36,000		
	4) Parel Branch	1	2	36,000		
2)	Medium Transaction Br					
	1)Nanachowk,	1	1	15,000 Per branch	All working days & all working hours	Absent for 3 or more required mandays in a month per branch
	2)G-north	1	1			
	3)Ghatkopar	1	1			
	4)Mulund	1	1			
	5)Chembur	1	1			
	6)Bandra	1	1			
	7) Kandivali	1	1			
	8) Andheri-West	1	1			
	9) Borivali	1	1			

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Sl. No.	Low Transaction Br				Date :	
1)	CST					
2)	Nair	10	5			
3)	Marinelines					
4)	G-South			12,000		
5)	Deonar			Per branch	12 working days & all working hours in a month for each branch (Alternate day)	Absent for 2 or more required mandays days in a month per branch
6)	Sion					
7)	Bhandup					
8)	Goregaon					
9)	Andheri-East					

- 12) The Chartered Accountant firm should not have refused any assignment allotted by The Municipal co-op. Bank Ltd., Mumbai in the past and also not debarred by The Municipal co-op. Bank Ltd./RBI/ICAI/any other Bank.
- 13) Chartered Accountants firms will have to pay Rs.15,000/- by the Demand Draft/Pay Order / Cheque as Earnest Money Deposit alongwith quotation. The Demand Draft/Pay Order/Cheque should be in favour of "The Municipal Co-operative Bank Ltd., Mumbai." EMD will be refunded after finalization of Concurrent Auditor for the year 2024-2026. If the Chartered Accountant firm fails to comply with the terms and conditions of the Bank, EMD will be forfeited. No interest is payable on EMD.
- 14) Selected chartered accountants firm will have to pay Rs 50,000/- for branches approx 7 branches allotted to them or Rs.1,50,000/- (if allotted all branches to one Chartered Accountant Firm in exceptional case only) by the demand draft/pay order/cheque as security deposit after appointment as concurrent auditor. Security deposit will be refunded after successful completion of Concurrent Audit work for the year 2024-2026. If the Chartered Accountant firm fails to comply with the terms and conditions of the bank, security deposit will be forfeited. No interest is payable on security deposit.

3) Submission of Report :

- 1) Monthly concurrent audit report should be submitted within 15 days from the end of month wherein 1 copy to be sent directly to branches and 1 copy to Head Office in Marathi language only. Soft copies of report must be submitted to Head Office in word format.
- 2) In case of serious irregularities / fraudulent practices in any areas of working of the branch are observed, a special report in a separate envelope may be submitted before completion of the Audit Report, so as to take immediate action. Any other significant observations which are of importance to the bank or any irregular activity other than mentioned in the scope, in the branch may also report the same to General Manager and Dy. General Manager (Audit) at Head Office immediately for preventive action.
- 3) Concurrent Auditor should report day to day observations/irregularities in Spot Audit Register maintained at HO/Branch level and inform Branch Manager to rectify the same on regular basis. If these irregularities/queries are not rectified within a week period by branch then these should be reported to the Head Office and also in case the compliance is submitted but not complied properly or still same irregularities persist, the same should be included in the next audit report in the beginning.
- 4) Concurrent Auditor also submit quarterly KYC/AML report (in prescribed format) require for Reserve Bank of India Report and quarterly special observation report of the branches allotted to them.

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4) Sub-Contracting :

Sub-contracting of any part of the audit by the Concurrent Auditor is strictly not allowed.

5) Termination :

- 1) The appointment is subject to review by the bank and the bank reserves the right to terminate the audit assignment of any Branches and Head Office (all departments) without giving any notice to the Concurrent Auditor and without assigning any reasons whatsoever, thereof remuneration for the incomplete month shall not be payable.
- 2) In case the performance of the Concurrent Auditor falls short of the expectation, the bank shall have discretion to terminate the contract and replace the Concurrent Auditor at any time. The performance shall be evaluated on adequacy of coverage and quality of report, attendance of assistant and visits of partner, timely submission of report etc.

6) Penalty Provisions :

- 1) The Auditor will render themselves accountable for their failure to detect and report serious irregularities. If the appointed Concurrent Auditor has not conducted audit as per auditing standards and norms as notified from time to time and if it is proved that he is negligent in performing audit of the Bank and he has not detected fraud, misutilisation of fund, inadequate provisioning, resulting into loss or profit of the bank then concurrent auditor shall be held responsible for the same and also Bank shall also recovered concurrent audit fee.
- 2) Bank specifies the mandays for conducting the audit work for each branch. The Concurrent Auditor's officials should remain present as per schedule given for branch and Head Office for carrying out 100% concurrent audit work. If auditor remains absent as mentioned in Sr.No.2 (11) then Bank will deduct 5% penalty for each absent day from his sanction monthly audit fee of branch and Head Office.
- 3) If concurrent auditor fails to submit report within 15 days from the end of month then Bank will recover 5% of sanction monthly audit fee as penalty for each delay day from his sanction monthly audit fee of branch and Head Office.
- 4) The senior auditor must visit Branches and check the concurrent auditor's work atleast twice in a month. If senior auditor fails to visit Branch at least twice in a month, then it is presumed that audit of that branch is not done by Concurrent Auditor and audit fee for that particular month will not be paid.
- 5) Non-financial penalty and / or termination of contract in addition to reporting to RBI/ICAI through Board of Directors, in cases of
 - [a] Non coverage of scope laid down by the bank/ RBI
 - [b] Non adherence of prescribed reporting timelines
 - [c] Non follow up of terms of contract ; and
 - [d] Doing any other acts which results in loss to bank financially or otherwise.

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7) Responsibilities of the Bank :

- 1) The Auditors engaged for Concurrent Audit by the Concurrent Auditor are authorized to have access to any documents and records considered necessary for the performance of their functions within the auditee unit(s). He can also request to staff and management of the Bank to supply such information and explanations, as may be needed in carrying out his work, which is to be provided by the Bank within a reasonable period of time.
- 2) Audit record will be made available in time by Head office/Branches. If same is not made available to Concurrent Auditor by Head office/Branches in time, same should be reported to Asstt.General Manager or Senior Manager at Head Office (Audit Section).

8) Relationship between Bank and Concurrent Auditor :

- 1) The Concurrent Auditor shall act as independent Concurrent Auditor.
- 2) None of the employees or audit person of Concurrent Auditor shall be entitled to claim permanent absorption or any other claim or benefit against the Bank.
- 3) All the obligations towards employees or audit person of Concurrent Auditor including that on account of personal accidents occurred while working in the premises of the Bank shall be with the respective concurrent Audit firm and not on the Bank in whose premises the accident occurred.

9) Confidentiality :

- 1) For the purpose of this concurrent audit, Confidential Information shall mean (i) information of all kinds, whether oral, written or otherwise recorded including, without limitation, any analyses, compilations, forecasts, data, studies or other documents, regarding the past, current or future affairs, business, plans or operations of a Bank to which the Concurrent Auditor will have access, (ii) any customer details or the classified information or such information on customers of the Bank.
- 2) Concurrent Auditor employees/representatives should keep such information confidential conforming to Bank's secrecy obligation.
- 3) The obligations shall continue even after the termination/ expiry of this concurrent audit work. Confidentiality obligations of the Concurrent Auditor in respect of any customer data/ details of the Bank shall be absolute, unconditional and without any time limit, irrespective of the expiry/ termination of the concurrent audit.

10) General Indemnity :

The Concurrent Auditor shall be directly and vicariously liable to indemnify the Bank in case of any misuse of data/information of the Bank by the Concurrent Auditor, deliberate or otherwise.

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11) Other Terms and Conditions :

- 1) The concurrent auditor's official doing branch/Head office audit should not be changed frequently.
- 2) The Chartered Accountant firm should have sufficient number of Chartered Accountants, Qualified Assistants and support staff to ensure that the audit work is conducted smoothly and within the timeline stipulated by the bank.
- 3) The Partner/directors shall have to attend meetings as and when called by Executives of the Bank at Concurrent Auditors own cost.
- 4) The Bank reserves the right to change Scope of Audit & the reporting formats, at any time. If during period of audit, the bank procure Audit Software for conducting Concurrent Audit and reporting therein. Selected Chartered Accountant firm will have to conduct the concurrent audit and submit reports as per provisions of the software, once the same is made alive. Separate login ID shall be provided to the concurrent Auditors.
- 5) Bank does not bind itself to accept the lowest or any tender, also reserve the right to reject any tender without assigning any reason thereof.
- 6) Bank reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 7) Delay/wrong/non-payment of GST/any applicable taxes may attract legal action against Chartered Accountant firm. Any such loss arises to the Bank due to negligence, Chartered Accountant firm has to make good the same at your risks & cost.
- 8) The court of Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this concurrent audit work.
- 9) Bank reserve the right to allot any number of branches for audit. Chartered Accountant firm should accept any number of branches that may assign by the Bank.

12) Proposal Evaluation and Selection :

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked " TECHNICAL PROPOSAL ". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked " FINANCIAL PROPOSAL " followed by the name of the assignment, and with a warning " DO NOT OPEN WITH THE TECHNICAL PROPOSAL ". The envelopes containing the Technical and Financial Proposal shall be placed into an outer envelope and sealed. This outer envelope should be clearly marked TENDER FOR APPOINTMENT OF CONCURRENT AUDITOR FOR THE YEAR 2024-2026 " and be deposited in the tender box kept for this purpose at our Head Office, **MUNICIPAL BANK BHAVAN, 245, P.D'MELLO ROAD, FORT, MUMBAI-400 001** upto 5.00 p.m. on or before 05.03.2024.

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THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

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Date :

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Financial Proposal of only those firms who meet given eligibility criteria and qualify technically will be opened. Eligible Concurrent Audit work will be awarded to Chartered Accountant Firm as per tender term.

P. Pandya
GENERAL MANAGER ..

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Concurrent Auditor-Nomination New 2024-26

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

FINANCIAL PROPOSAL :-

- 1) The price/fee excluding all taxes for 21 branches & Head Office (Accounts, Administration, Loan, Estate, Printing & Stationery, M.R., Computer Department & Secretarial department, Legal Department) for conducting 100% concurrent audit for the year 01.04.2024 to 31.03.2026 is as follows. Taxes will be paid as applicable from time to time in addition to the price/fee. Registered Chartered Accountant firms shall quote for the price/fee with proper rate/estimate/floor price analysis.
- 2) Bank at its own discretion allot any number of branches for Audit, However C A Firm should accept any number of branches that may assign by the Bank.

Sr. No.	Branch	Chartered Accountant Firm Quote (Per month) (excluding applicable taxes)
1	Head Office (Accounts, Administration, Loan, Estate, Printing & Stationery, M.R., Computer & Secretarial department, Legal Department)	
2	Head Office Branch	
3	Byculla	
4	Parel	
5	Nanachowk	
6	G/ north	
7	Ghatkopar	
8	Mulund	
9	Chembur	
10	Bandra	
11	Kandivali	
12	Andheri (West)	
13	C.S.T	
14	Nair	
15	Marin lines	
16	G/ South	
17	Deonar	
18	Sion	
19	Bhandup	
20	Goregoan	
21	Andheri (East)	
22	Borivali	
	TOTAL	

- 3) Bank will not pay out of pocket expenses or travelling allowance / halting allowance/ other fee / payment / re-imbusement of expenditure on account of Stay / Travel / Local Conveyance / Stationery, etc., and/or any other expenditure whatsoever to the concurrent audit firm for carrying out the assignment. However, taxes shall be paid as applicable from time to time in addition to the basic fees. The payment to the concurrent auditors shall be subject to deduction of tax at source at appropriate rates.
- 4) Concurrent Auditors shall provide various Certifications covering NPA provisioning, CRAR, DEAF, DICGC, quarterly & half yearly investment certificate-CCIL (structure verification certificate), financial information needs to be submitted to various association/federation. etc. Similarly, certification regarding Tax Audit shall also be provided by the Concurrent Auditor. These certificates, as a part of the Concurrent Audit assignment, would be given by the Concurrent Auditors on their letter head without any additional certification fee.

**Signature of authorized person of
Chartered Accountant Firm**

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

TENDER FOR CONCURRENT AUDIT OF THE BANK
FOR THE PERIOD 01.04.2024 TO 31.03.26

Sr No.	Particulars	Remarks								
1.	Name of the firm									
2.	Date of establishment of the firm									
3.	Status of the firm									
4.	Regd. Office Address									
5.	ICAI Registration No.									
6.	GST Registration No. & Registration State									
7.	No. of partners Whether one of the partner is DISA/CISA qualified	Yes / No								
8.	We have ex-bankers as auditors having work experience of more than 25 years	Yes / No								
9.	No. of years of experience in Audit of Bank. (Mention No. of years) Out of which, last 2 years (2021-2022 & 2022-2023) experience in Bank audit. (Mention Bank's Name)									
10.	Whether agree to submit Audit Report in Marathi language	Yes / No								
11.	Whether agree to deploy concurrent auditor with minimum B. Com. Or C. A. (Inter) as educational qualification with minimum one year bank audit experience	Yes / No								
12.	Visit of senior auditor to branches/Head Office atleast twice in a month	Yes / No								
13.	Whether refused any assignment allotted by The Municipal co-op. Bank Ltd. In the past (If Yes please state the reason)	Yes / No								
14.	Whether Chartered Accountant firm debarred by ICAI/RBI or other Bank (If Yes please state the reason)	Yes / No								
15.	EncloseDD/Cheque/Payorder of Rs.15,000/- as EMD	Yes / No								
16.	Whether agree to deposit Rs. 7,000/- per branch allotted or Rs.1,45,000/- (if all branches allotted to one Chartered Accountant Firm) as Security Deposit	Yes / No								
17.	Past 3 years turnover is more than Rs.30 Lacs (Each year)	<table border="1"><thead><tr><th>Year</th><th>Amount (Rs.)</th></tr></thead><tbody><tr><td>31.03.2021</td><td></td></tr><tr><td>31.03.2022</td><td></td></tr><tr><td>31.03.2023</td><td></td></tr></tbody></table>	Year	Amount (Rs.)	31.03.2021		31.03.2022		31.03.2023	
Year	Amount (Rs.)									
31.03.2021										
31.03.2022										
31.03.2023										

Supporting documents for Eligibility Criteria :

1. Company Profile including information regarding number of partners or directors staff strength / profile of partners or directors etc.
2. Self Attested copy of Certificate of ICAI
3. Self Attested Copy of GST registration certificate
4. Self Attested Copy of appointment letters from the Auditee Banks

**Signature of authorized person of
Chartered Accountant Firm**

rmb/26.02.2024

Concurrent Auditor-Nomination New 2024-26