

BID DOCUMENT

Selection of Auditing Firm for

Concurrent Audit

of

District Co-operative Bank Ltd. Mathura

Address: Behind District Hospital Mathura near Bhagat Singh Park dampier nagar
Mathura

BID Document No:

Last date for Online Submission: April 30 2024 up to 05:00 PM

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Schedule of Events

Sn.	Bid invitation for Selection of Concurrent Auditing Firm/Vendor		
1	Purpose	Concurrent Audit of Head office and 18 branches	
2	Last Date and Time of Submission	30 April 2024 and Time is 05:00 PM	
3	Venue, Date and Time of Opening of Bids	Head office of Mathura District Co-operative Bank Ltd. Mathura Date 02/05/2024 Time 03:00 PM	
4	Bid Validity	Three Months from the time of the Bid Closes on the Deadline.	
5	Address for submission	Address: Behind District Hospital Mathura near Bhagat Singh Park dampier nagar Mathura	
6	Contact Person Details:		
	Name & Designation	Phone	Email
	Mr. Bhupendra Singh	9690012454	Dcb.mathura@gmail.com

1. General Information

- I. The Tender Document is uploaded on GeM e-Portal. The bank reserves the right to change the requirements. However any such changes will be posted.
- II. Bidders are advised to study the BID document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the BID document with full understanding of its implications.
- III. In case of any clarification required by the bank to assist in the examination, evaluation and comparison of bids, the Bank may, at its discretion, ask the bidder for clarification. The response/clarification shall be in writing and no change in the price of substance of the bid shall be sought, bided or permitted.
- IV. Bids once submitted will be treated as final and no further correspondence will be entertained.
- V. The bank may, in its absolute discretion, engage in discussion or negotiate with any respondent (or simultaneously with more than one respondent) after bid closes to improve clarify and responses. The bank has also the right to reject any or all Bids received without assigning any reason whatsoever.
- VI. The bank shall not be responsible for non-receipt/no delivery of the bid documents due to any reason, whatsoever.



2. Introduction

2.1 Purpose of Tender Document

The purpose of inviting Tender is to select the Auditing Firm/Vendor to carry out the Quarterly Concurrent Audit for the Financial year 2023-24. At present there are 18 branches operating at various locations of Mathura. Its head office is located at Behind District Hospital Mathura near Bhagat Singh Park dampier nagar Mathura UP. The concurrent Auditor will conduct & perform the auditing work as per standard concurrent Auditing norms, RBI and NABARD guidelines (Kindly refer to Annexure-2 & Annexure-3). The Audit shall be conducted on Quarterly basis and duly discussed Quarterly Audit Report shall be submitted to Branch and a copy to Head Office.

2.2 No legal relationship

No binding legal relationship will exist between any of the respondents and bank until execution of a contractual agreement.

2.3 Disqualification

Any form of canvassing/lobbying/influence/query regarding short listing status etc. will be a disqualification.

2.4 Cancellation of Contract and Compensation

The bank reserves the right to cancel the contract of selected bidder and recover expenditure incurred by the bank on the following circumstances:

- The selected bidder commits a breach of any of the terms and conditions of the bid/contract
- After the award of contract, if the selected bidder does not perform satisfactorily.

2.5 Jurisdiction

The contract with the selected bidder shall be governed in accordance with the laws of India and will be subject to the exclusive jurisdiction of court at Lucknow. In case any dispute arises between the bank and the auditing firm, the same shall be settled through arbitration as per the provision of UP Cooperative Societies Act 1965 and Rule 1968. The decision of the arbitrator shall be binding to both the parties.



3. Selection Criteria

3.1 Tender Methodology & Evaluation Process

- a) The technical evaluation would be done for only those bidders, who comply with the prequalification criteria, mentioned in-Minimum Eligibility Criteria/Pre-Qualification Criteria.
- b) Quality and Cost Based selection (QCBS)- 65:35 (Technical: Financial)
- c) Only those bids which have a minimum technical score of 65% to total marks as in table above shall be considered qualified. However, the buyer reserves the right to lower the minimum required marks.
- d) Commercial Bids submitted by only those bidders, who have qualified both pre-qualification and technical evaluation, shall be eligible for further evaluation.
- e) Financial Bids that are not as per the provided format shall be liable for rejection.
- f) If Bidders quotes NIL charges, the bid shall be treated as unresponsive and shall not be considered for evaluation.
- g) Bids sent by Fax or e-mail will not be considered for evaluation.
- h) Participation in the tendering process implies giving consent to all the terms, conditions and other requirement contained in any part of the tender document.

The selected bidder shall not be declared till the detailed financial bid is not evaluated. During the evaluation if the Bank finds that the detailed financial bid is not in order or incomplete etc. then Bank shall be considered for further evaluation and so on till a bidder is selected. The proposal should be prepared in English. Complete postal address with e-mail address and mobile number of the bidder firm should also be indicated on the sealed envelope.

Important note: In case of any conflict between the uploaded scope of work/T&C/PQ/TQ evaluation criteria and the selected GeM filters/details, then the respective criteria/clause of the uploaded scope of work/T&C/PQ/TQ evaluation will supersede and considered as prevailing for final evaluation by Tender Committee.

3.2 Format of Bids:

The bidders should use the formats prescribed by the bank. General Information about the firm should be submitted in Propforma-1. Financial Bids be submitted on GeM portal only.

Tender document will remain valid and open for evaluation according to the terms for a period of at least three (3) months from the time of online submission process closes on the deadlines given for uploading the bids.

3.3 Notification:

The bidders are advised to check the GeM portal for latest updates and notifications. The Bank is not bound to notify the successful bidder by any other mean. Bank is also not obliged to provide any reasons for any acceptance or rejection.



4. Technical Bid

The Vendor meeting the eligibility criteria as described in the following sections will be considered for evaluation. The Bank reserves the right to change or relax the eligibility criteria to ensure exclusivity.

4.1 Eligibility Criteria

The Bidder is required to meet the following 'minimum eligibility criteria' and provide adequate documentary evidence for each of the criteria stipulated below:

Sr. No.	Technical Evaluation Criteria		Maximum Points
1	Firm Strength and Presence	Full time CA Partners (04 points for each fulltime CA partners)	40
2	Experience of the firm	Experience of working in DCB 's /UCB's (01 Point for each assignment)	25
		Experience of the (1 Point for each year of experience above 30 years as per Firm Constitution Certificate)	15
3	Team strength of Firm	CISA (ISACA,USA) or CFE (ICFE,USA) certified CA Paetner in Uttar Pradesh as per ICAI records (05 Points for each Partner)	10
		DISA Qualified CA Partners (03 Points for each DISA Certified Patner) in Lucknow as per ICAI Records)	6
4	Turnover	Average Turnover of Past 3 Years :- i. More Than 1 Crore :-04 Points ii. More Than 80 Lakh:-03 Points iii. More Then 60 Lakh:-02 Points iv. More Than 40 Lakh :-01 Points	4
	TOTAL		100

- Attach necessary supporting documents with respect to above points.
- Only those bids which have a minimum technical score of 65% of total marks as in table above shall be considered qualified



5. Terms and Conditions

The Bidder who wishes to submit responses to this 'Tender Document' should note that they should abide by all the terms and conditions contained in the 'Tender Document'. If the responses contain any extraneous conditions put in the respondents such responses may be disqualified and may not be considered for the selection process.

Bidder need to be submit their details with the annexure given below:

PROFORMA-1

GENERAL INFORMATION ABOUT BIDDING FIRM

1	Registered Name & Address of the Firm/Bidder with Mobile/Telephone no. (as mentioned in registration certificate)	
2	Registered Address of Firm	
3	Year of Formation/Incorporation	
4	Name, designation, Mobile No. and email address of Contact Person	
5	GST Registration and PAN Number of the Firm	
6	Details of firm Partners (Name, Qualification and contact details) Attach supporting documents	
7	Detail of Firm Auditing Experience in 20 DCB/UCB Banks (Detail of Assignment and supporting)	
8	Detail of CIS, CFE, DISA Qualified Partner Attach supporting documents	
9	Average Audited Turnover of the Firm in Past 03 Years (FY 2021-22, 2020-21 & 2019-20) Attach Turnover Certificate from CA & Audited Financial Statements	

Place:

Date:

Signature of Bidder

Name:

Seal:



List of Branches

SL.	BRANCH NAME
1	Head Office
2	Main Branch, Mathura
3	Mandiyard
4	Vrindavan
5	Goverdhan
6	Sounkh
7	Farah
8	Choumuhan
9	Chatta
10	Kosikalan
11	Nandgaon
12	Raya
13	Mant
14	Noujheel
15	Bajna
16	Baldev
17	Bisavar, Hathras
18	Sadabad, Hathras
19	Sahpau, Hathras



TERMS OF REFERENCE FOR CONCURRENT AUDIT - BRANCH LEVEL

1. The Auditor is expected to verify all vouchers i.e. cent per cent vouchers are to be done preferably a quarterly.
2. The Concurrent Auditor shall conduct the physical verification of:
 - a) Cash
 - b) Stamps in hand
 - c) All securities forms (Blank cheques etc)
3. The Concurrent Auditor shall verify that proper per month bank reconciliation are made and the balance confirmation are obtained with regard to the balance kept with other banks. Special attention to be paid for long pending Appearing in bank reconciliation statement.
4. Verify that the branch is looping the cash within its cash retention limits. Report the number of time the cash exceeded its retention limit during the period under report. Comment about the status of maintenance of liquid cover register at the branch.
5. Analysis and report the variance in major items of income and expenditure compared with previous year. Comment about the position of posting in dead stock register regarding new dead stock, if any.
6. Confirm that all the subsidiary book are tallying with the general ledger, the differences need to be reported in the following format :

Account heads	Reconciled without any difference up to	Total arrear in months	GL Balance as on the year end	Subsidiary ledger Balance as on the year end	Difference	Remark
1	2	3	4	5	6	7

Test checking of interest application and interest provisioning.

7. Deposits:

- i. Verify the newly opened savings and current account and check whether there are unusual operation and incomplete documentation noticed in newly opened current /SB accounts in initial periods report the account -wise details of such unusual operations.
- ii. Test check the inoperative SB and current accounts and check whether there are unusual operations noticed in inoperative current/SB accounts.
- iii. Check all compliance of KYC Norms in the SB and Current Account opened during the year.
- iv. Comment on composition and the growth of deposit.
- v. Whether there were any unusual large movement in aggregate deposits at the year-end and window dressing.
- vi. Report the overdue Term Deposits and the status of interest provision thereon.
- vii. Report the debit balances in deposit accounts.



- viii. Verify on test basis the movement in staff deposit and loan accounts.
- ix. Test checking of interest application and interest provisioning.

8. Advance:

- I. Comment on new borrowable accounts sanctioned during the period under report.
- II. Comments on the irregularities noticed in the existing borrowable accounts and the follow up action take up by the management.
- III. Report the defects noticed in the documentation of advances.
- IV. Report on the maintenance of documentation register.
- V. Report the overdue matured pledged FDs/NSC's and KVPs continuing against individual loans.
- VI. Report all such cases in which fresh loans were disbursed to defaulting/NPA societies. Taken by branches to reduce the existing defaulting accounts of such societies.
- VII. Whether Stock statements and insurance cover on stock were taken by the branches.
- VIII. Comments on the levy of demands and levy of interest thereon checking of interest rates with Head office instructions.
- IX. Comment on the position of PACS imbalances, loan and recoveries.
- X. Report all the NPA cases at the branch along with categorization as per IRAC norms.
- XI. Comment about the date of NPA and securities availability NPA accounts.
- XII. Report the interest charged on NPA Accounts.
- XIII. Report on fresh NPA during the period under report.
- XIV. Comment on the NPA accounts requiring action from the branch officials.
- XV. Suggestions for the up gradation of NPA Accounts.
- XVI. Report all the potential NPA cases.
- XVII. Report about the NPA movement during the period under report.
- XVIII. Verification of non-agricultural loans and documentation.

9. Other:

- i. Verify that proper system for the locker operations is followed and report all the cases of locker rent arrears. Comment that whether the locker operations are frozen in the cases in which locker rent is in arrears.
- ii. Detailed review of the balances continuing In suspense accounts/ sundry creditors accounts. Check the authenticity of all the entries cleared and added in sundry creditors accounts during the period under report.
- iii. The Concurrent Auditor shall examine that whether the expenditures incurred by the branch are supported by proper authorization and are duly supported by properly approve supporting vouchers.
- iv. Verify all the additions of assets and the depreciation charged thereon.
- v. Comment about any case of money laundering noticed by the concurrent auditor.
- vi. Comments about no deduction of TDS.
- vii. Commend on the uniformity of systems and procedures in conformity with various guidelines.
- viii. Information System audit of computerized branches.
- ix. Any other matter which require attention by the bank management/
- x. Checking of OBC and cheque issue register/
- xi. To check the entries recorded in society member form register and cross linkage with shares.
- xii. Verify the compliance of concurrent audit, statutory audit and NABARD audit



- xiii. To confirm the uniformity in the maintenance of society loan ledger vis a vis other branches.
- xiv. Procedure for the applying of recoveries amount towards interest and principal and cost of management etc.
- xv. Sample checking of cheques of societies related to cost of management and comment about abnormal increase or any changes during the year.
- xvi. Comment about the loaning and recoveries of salary earner societies and critically review the balance sheet and all other financial records of such societies.
- xvii. Comment about diversified direct loans and securities and documentation recovery thereof/
- xviii. Verification of Non – operation deposit A/C & Operation therein.
- xix. Categorization of deposit A/C a per rick profile
- xx. Overdraft fraud & embezzlement cases comment on.
- xxi. Head office A/c reconciliation.
- xxii. Suggestion for improvement of the working of the bank.

