



INVITATION FOR SUBMISSION OF QUOTATION FOR CONDUCTING STATUTORY AUDIT OF THE BANK

Applications are invited from eligible Chartered Accountant (CA) Firms for conducting Statutory Audit of The District Cooperative Central Bank Limited (DCCB) for the Financial Year 2024-25.

Schedule of Events:

Opening date of application : 08.07.2024

Technical Bids Opening Date : 15.07.2024

Commercial Bid Opening Date: 15.07.2024

I. Job Profile:

To conduct Statutory Audit of DCCB Eluru, Central Office and its 34 Branches (Annexure I) for the FY 2024-25.

II. Eligibility Criteria:

- The Audit Firm shall have been enrolled/ registered with Institute of Chartered Accountants of India (ICAI) and shall appear in the ICAI list of CA firms approved by RBI for the Financial Year 2024-25.
- The audit firms falling under category I, II and III.
- Audit firms having experience in Bank audit for 05 years and more.
- The audit firms name shall appear in the Diploma in Information System Audit (DISA) qualified list of CAs provided by ICAI.
- The factors like number of FCA/ACA available with the firm, year of establishment, number of years of experience in the bank audit etc. will play crucial role in selection of the firm.
- Audit to be conducted as per the extant guidelines of NABARD/RBI.

III. Procedure for Empanelment:

The selection of Chartered Accountant firm as Statutory Auditor of the Bank is completely based on the soundness and experience of the CAs and Professional Staff available and price quoted by the firm. The Bank reserves the right to finalize the CA firm and appoint as Statutory Auditor of the Bank for the FY 2024-25.

IV. Application Guidelines:

- Chartered Accountant firms can apply from 08.07.2024 in the application proforma prescribed by the Bank and last date of receipt of application is 15.07.2024 by 4:00 PM.

- Incomplete applications and/or applications without aforesaid documents will be rejected without assigning any reason thereof.
- Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Eluru.
- Further, it is requested to submit the separate sealed quotations (Commercial/Financial bid) and duly filled details (Technical Bid) to the Central Office of the Bank within the prescribed time limit in Hard Copy.

V. Disclaimer:

In case it is detected at any stage that the firm does not fulfill the eligibility norms and it has furnished any incorrect/false information or suppressed any material fact(s), the application will stand cancelled. If any of these shortcomings is/ are detected even after appointment, their services are liable to be terminated. Decision of DCCB Eluru in all matters regarding eligibility and selection would be final and binding on all applications/firms. No further representations or correspondence will be entertained by DCCB Eluru in this regard.

Sd/-

M S R G Tilak Nara
CHIEF EXECUTIVE OFFICER

Encl:

- Annexure I
- Annexure II

Annexure - I

S.NO	NAME OF THE BRANCH
1	HEAD OFFICE
2	AKIVEEDU
3	ATTILI
4	BHIMADOLE
5	BUTTAIGUEDEM
6	BHIMAVARAM (M)
7	BHIMAVARAM (B)
8	CHINTALAPUDI
9	CHAGALLU
10	D.TIRUMALA
11	ELURU BAZAR
12	ELAMANCHILI
13	GANAPAVARAM
14	GOPALAPURAM
15	J.R.GUEDEM
16	K.KOTA
17	KOVVUR
18	KOYYALGUEDEM
19	MARUTERU
20	MOGALTURU
21	NARASAPURAM
22	NIDADAVOLE
23	PALACOLE
24	PENUGONDA
25	PERAVALI
26	R.R.PET
27	SATRAMPADU
28	T.P.GUEDEM(M)
29	T.P.GUEDEM(BZR)
30	TANUKU
31	TALLAPUDI
32	VEERAVASARAM
33	YERNAGUEDEM
34	VEGAVARAM

Annexure - II

Particulars of the Firm:

S.No	Particulars	
1.	Name of the Firm	
2.	a. Unique Code Number (UCN) b. Firm Registration Number with ICAI	
3.	Names of the Partners of the Firm with Age	
4.	Date of Certificate of Practice of each partner	
5.	Contact Details: <ul style="list-style-type: none">• Name of the Person - In - Charge• Contact Number• Address of the firm• Mail id of the firm	
6.	If the firm is having branches at other places, give the details of : <ul style="list-style-type: none">• Branch address• Contact person• Contact Number	
7.	Year of Establishment of the Firm	
8.	No of Full Time Partners (FTP) associated with the firm for a period of at least three (3) years	
9.	Out of total FTPs, number of Fellow Chartered Accountant (FCA) partners associated with the firm for a period of at least three (3) years.	
10.	Number of paid CAs in the Firm	
11.	Number of CAs with DISA Qualification in the Firm (Partners and Paid CAs)	
12.	Experience in Audit of Banks <ul style="list-style-type: none">• No of Years as Statutory Central Auditor• No of Years as Statutory Branch Auditor	
13.	No of Professional Staff in the Firm	
14.	Whether the firm is also providing Income Tax and GST services	Income Tax: YES/No GST: Yes/No

Additional Information:

1. Copy of Constitution Certificate.
2. Whether the firm is a member of any network of audit firms or any partner of the firm is a partner in any other audit firm? If Yes, details thereof.
3. Whether the firm has been appointed as Statutory Auditor by any other Co-Operative Bank/ commercial Bank in the present financial year? If yes, details thereof.
4. Whether the firm has been debarred from taking up audit assignments by any regulator/Government agency? If Yes, details thereof.

5. Details of disciplinary proceedings etc. against firm by any Financial Regulator/
Government agency during last three years, both closed and pending.

Declaration:

The Firm complies with all eligibility norms prescribed by RBI regarding appointment of Statutory Auditor of Co-Operative Banks. It is certified that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm/ company in which I am/they are partners/ directors have been declared as willful defaulter by any bank/financial institution.

It is confirmed that the information provided above is true and correct.

Signature of the Partner

(Name of the partner with Membership Number)

Date: