

**STATE BANK OF INDIA
LOCAL HEAD OFFICE, BHUBANESWAR**

**SELECTION AND EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR
OUTSOURCING OF CONCURRENT AUDIT**

1. State Bank of India: Overview

State Bank India (“SBI” or “Bank”) a body corporate constituted under the State Bank of India Act, 1955 having its Corporate Centre at State Bank Bhavan, Madame Cama Road, Mumbai is the largest commercial bank in India having a nationwide financial network of more than 15000 branches and offices and more than 40,000 ATMs/Internet Banking Kiosks. The Bank has five Associate Banks and many non-banking subsidiaries and Joint Ventures. The Bank also has 189 foreign offices spread over 35 countries covering all time zones of the world. It has its Local Head Office at Bhubaneswar which control 822 branches, 19 BPR Outfits with four Administrative Offices and 21 Regional Business Offices operating throughout the state of Odhisha (at present).

2. Objective of Concurrent Audit (CA)

Concurrent Audit (CA) is an examination which is contemporaneous with occurrence of transactions and is carried out as near thereto as possible. It attempts to shorten the interval between a transaction and its examination by an independent person not involved in the process. Our bank being a scheduled commercial bank has in place an effective Concurrent Audit System (CAS) to comply with Reserve Bank of India (RBI) guidelines as also to supplement the efforts of the internal audit department to strengthen the internal control system. The CAS is a part of Bank's early-warning system to detect irregularities and lapses which helps checking repeated/recurring violations of the internal and regulatory guidelines, controlling risks and in preventing fraudulent transactions.

The broad areas prescribed by RBI for Concurrent Audit are Cash, investments, Deposits, advances, Letter of Credit & Bank Guarantees, Foreign Exchange Transactions, Housekeeping and other critical items pertaining to compliance of GOI/RBI/Other statutory instructions. The scope prescribed by RBI is given in **Annexure-A**.

3. Objective of Process

The Bank desires to engage professional Chartered Accountants firm for conducting Concurrent Audit **at its identified / to be identified branches/units in Odisha on continuous basis** in accordance with the scope of engagement mentioned herein and for the purpose of audit on a near real time/real time basis that will provide timely feedback and support to the controllers / management and is a Management Tool to promote and control consciousness, facilitates protection against frauds and also timely detection thereof.

4. Scope of Engagement & Eligibility Criteria.

The engagement of Concurrent Auditor by the Bank for conducting CA at branches / BPR outfits/ Units shall be by way of fully outsourced model, wherein all members of the Audit Team will be from the outsourced agency.

Further, the Bank have opted that clustering of branches/BPR Outfits is to be strictly avoided. Hence, no concurrent auditor shall be allotted more than one branch for Concurrent Audit.

Those firms which satisfy **all the following** are only to apply:

- a. Grade 1, 2 and 3 firms as on 31.05.2015 as per RBI Grade for this purpose.
- b. Firms established prior to 2008
- c. Firms having at least one year of experience of concurrent audit in any commercial bank.
- d. Firms having their Headquarters in Odisha and majority of partners living in Odisha.
- e. Firms which have sufficient number of trained representatives of firm, articled Clerk trained by ICAI on concurrent audit, retired commercial banks' officers, qualified Chartered Accountant as partner or associate or as staff, who will be available on all working days to attend to the Concurrent audit.
- f. Firms should not have been Central / Branch Statutory auditors in SBI or its associates for the annual closing 2014-15.

Other terms:

Preference will be given to those firms which have ICAI trained Concurrent Auditors and those firms which have concurrent audit experience in State Bank of India (SBI).

Concurrent Auditors shall normally be positioned at the location where the selected Branches / BPR Outfits operate.

Concurrent audit to be done on daily basis. Trained representative of the firm (Articled Clerk trained by ICAI on concurrent audit) / retired commercial banks officers /qualified Chartered Accountants to be available on all days.

One of the Principal Partners or senior partner to visit the branch at least 2/3 times a week, minimum 8 times every month, depending on the business and risk profile of the branch/BPR Outfits. Number of visits may be increased depending upon the volume and need at the branch / outfit under concurrent audit.

Penalties will be at the rate twice the proportionate remuneration rate per day for each day of shortage in attending to audit by any as above.

The Concurrent Auditor will be fully responsible for the quality of the audit, timely completion of audit and submission of the audit reports and reporting to controllers.

Subject to the other provisions of this document, firm allocated to any branch can be reallocated to any other branch for any period as per the requirement of the Bank.

Documents will be executed by all the partners before taking up the assignment of current audit of allotted branch.

The auditors engaged for CA are authorized to have access to any documents and records considered necessary for the performance of their functions within the auditee unit .He can also request members of the staff and management of the auditee unit to supply such information and explanations, as may be needed in carrying out his work, which is to be provided within a reasonable period of time.

Any change in the name, address, constitution and partnership deed must be reported to bank within 15 days of such change with necessary supporting documents. Failing which, it will be treated as deliberate suppression of facts by the firm and thereby making them liable to compensate the bank for such change. In such eventualities, bank also reserves its right to terminate the contract with such firm without notice.

New partners are to sign documents within 15 days of joining and not doing so will attract the provision relating to deliberate suppression of facts.

Outgoing partner will remain liable to Bank to the extent and period as determined by the Bank on case to case basis

The number, name and category of branches/BPR Outfits identified for Concurrent Audit and the indicative time frame for conducting the Concurrent Audit are as mentioned in **Annexure-B**. Bank reserves the right to add, delete and swap this list of branches and accordingly reallocate or allocate the branches to the selected / empanelled firms.

The classification as per remuneration of these branches / BPR Outfits are given in **Annexure- C** and these offer of remuneration are final and will not be negotiated. Service Tax, if any, will be paid by the Bank on submission of claim with the bill for remuneration.

The broad areas to be covered in the Concurrent Audit are as indicated in **Annexure-A** and shall be revised from time to time based on the requirements of the Bank. Concurrent audit will be on line as well as any other method / process to be adopted by the Bank.

Firms which are presently engaged as Concurrent auditor in any branch / BPR outfit of SBI in Odisha are to apply afresh, provided they are fulfilling the eligibility and other criteria.

Firm when engaged as concurrent auditor cannot assign/subcontract the job in any sense of the term and in any form whatsoever it may be to any other person. Any assignment/subcontract of the job in some others favour either through operation of law or otherwise will deem the original contract as terminated.

5. Preparation and Submission of application

The application and all correspondence and documents relating to this process must be written in English. The application must provide individual and factual replies to specific questions asked in the application. Documents submitted should be complete in all respects as required.

The application should be submitted in a single sealed envelope super scribed as “Application for empanelment of Concurrent Auditor by SBI, LHO, BHUBANESWAR”.

All pages of the application except un-amended printed literature, if any, shall be initialed by the person(s) signing the application and shall be signed by a person duly authorized to bind the applicant firm to contract. **Documents / copies of the documents evidencing such authorization should be submitted along with the application.**

The category of units for Concurrent Audit have been given in **Annexure - B** based on the business level of the branches selected and nature of BPR Outfits selected for the purpose.

Application format is given in **Annexure-D** which need to be submit duly filled in with required particulars accompanied by self-attested supporting documents. All supporting documents to Application must be self-attested by the authorized signatory for the applicant firm.

6. Earnest Money Deposit (EMD) or Bank Draft

The applicants have to submit a EMD of Rs.10.,000/- (Rupees ten thousand only) as Security in the form of **Bank Draft** payable at Bhubaneswar or **Bankers' Cheque** favoring “State Bank of India, Local Head Office, Bhubaneswar”.

This security is required to protect interest of Bank against the risk of conduct of the process, which may warrant the forfeiture of the security in the following scenario:

- In the event of withdrawal of application during the period of the process; or
- In the case of a successful applicant fails to sign the contract/agreement.

The EMD of the unsuccessful applicants shall be returned as early as possible, on completion of selection process without interest. Successful applicant's EMD will be returned after signing the contract/agreement No interest is payable on the amount of EMD.

7. SUBMISSION OF APPLICATION:

The eligible and interested firms should submit their application as per the prescribed format given at **Annexure-D** and supporting documents in a sealed packet. All supporting documents are to be self-attested irrespective of fact that the same has been mentioned against such documents/ requirements elsewhere in this or any other related papers. All pages of the application and un-amended printed literature, if any shall be initialed by the person(s) signing the application. Incomplete applications and / or applications without required supportive documents will not be considered by the Bank.

8. LAST DATE FOR SUBMISSION OF APPLICATION.

The last date for receipt of application is **25.06.2015**. Please note that no application shall be accepted after 5.00 p.m. of the above date. Application submitted after due date or after the stipulated time of the due date or incomplete in any respect are liable to be rejected. The dully filled application along with the supporting documents should be submitted to the following address:

The Assistant General Manager (Audit)
State Bank of India,
Local Head Office, 4th Floor
Pandit Jawaharlal Nehru Marg
Bhubaneswar-751001.

SBI is not responsible for non-receipt of completed application within the specified date and time due to any reason including postal delays or otherwise.

9. PROCESS OF SELECTION

Applications received, complete in all respect and within the prescribed time, will be scrutinized on the basis of the basic eligibility criteria as given above at Para 4 by a Selection Committee formed for the said purpose.

Applications not accompanied by all the required details and supporting documents would be liable for rejection.

The Bank reserves the right to disqualify any or all applications either on the basis of their responses without assigning any reasons, whatsoever.

Those applicants who satisfy the requirements and specifications as determined by the Bank as per the terms and conditions of this document shall be short-listed.

Those applicants who fulfil all the basic eligibility criteria will be evaluated based on location of firm, residential status of partners in Odisha, experience, reputation, availability of sufficient trained personnel (ICAI Trained article clerks/ retired commercial bank officers) with the firm and such other factors as the Bank may deem fit for its requirements, will be taken into account to the possible extent in empanelment and allotment of concurrent audit works to the firms finally selected.

Bank also reserves the right to make query with the firm or any other agency, ask for additional information, particulars, and submission of one, some or more undertakings from any firm at any point of time. None of such act shall be deemed as an offer of engagement as Concurrent Auditor by the Bank to the firm unless and until Bank intimates in writing to the firm regarding allocation of any branch / unit for concurrent audit.

10. OFFERS BY A THIRD-PARTY

The applicants are not permitted to authorize their Agents/brokers etc. (including individuals and/or third party firms/companies) to either collect or submit the application/ documents on their behalf. The Bank will summarily reject such requests and arrangements. No sub-contracting of the engagement is permissible.

11. VALIDITY OF OFFER

The successful applicants have to execute the Contract within 10 days of issuance of work order / letter of selection by the Bank. The Contract should be valid for one Audit Cycle or such extended period as may be mutually agreed upon. Period of contract during the currency of the contract can be varied by the Bank based on its requirement.

12. MODIFICATIONS AND/OR WITHDRAWAL OF APPLICATION

Application once submitted will be treated as final and no further correspondence will be entertained. As no subsequent modification of application/documents are permissible, the firms are advised to exercise utmost care in preparation and submission of application / documents.

13. DELIVERY, REPORTING AND REVIEWING SYSTEM

The Concurrent Audits should be conducted in the branches / BPR outfits/ Units as per the agreed time frame as per WBCAS / Bank's Concurrent Audit Manual, a copy / soft copy of which will be made available to selected firms after allotment of a branch / BPR Outfit.

The Concurrent Auditor has to prepare Audit reports as per specified standards/formats as given in the said manual and as will be required by the Bank from time to time.

14. PAYMENT TERMS:

The payment for the audit work done will be made on submission of invoices with required particulars on completion of each calendar month. No payment is to be made unless all the monthly / periodical concurrent audit reports are submitted by the firm. Payment will also be subject to recovery if any penalties, damages etc. from the firm.

TDS as applicable will be recovered from the bill amount while making payments and Form-16 will be issued as per law. In case of omission of any TDS by Bank, the same must be brought to the notice of the Bank and the firm has to return the amount to Bank towards TDS.

15. SECRECY ISSUES.

The empaneled firm and its employees will strictly undertake not to record by any means or to communicate or allow to be recorded by any means or communication to any person or divulge in any way any information relating to the conversations, events, ideas, concepts, know-how, techniques, data, facts, figures and all information, howsoever concerning or relating to the Bank and its affairs to which the audit firm /their employees etc. have access in the course of performance of the contract. The successful applicants will on award of contract will execute a non-disclosure agreement and declaration of fidelity and secrecy as per the Bank's standard format Annexure-E. All personnel of the Concurrent Auditor, before commencing the Audit have to execute a declaration of fidelity and secrecy as per the format prescribed by the Bank and submit valid KYC documents at allotted branch / BPR outfit / Unit.

No data in any name can be transferred or converted to any other media by the representative of firms under any circumstances. No public platform or social media or any media what so ever name it may be known can be used for any matter and issues relating to concurrent audit and relation, rights, responsibilities and obligations of the firm or Bank.

All the information contained in this document is solely for the purpose indicated in this process. Reproduction of all or any part of this process by any person for any purpose other than for the purpose of responding to this or for any other purpose expressly permitted by this shall be treated as unauthorized and illegal and the Bank reserve the right to take appropriate action in such circumstances.

16. INDEMNITY TO THE BANK:

The empanelled firm shall indemnify SBI and keep indemnified against any loss or damage that State Bank of India may sustain on account of any unprofessional act causing downtime of mission critical systems, disruption to business operations, data loss, third-party claims on account of violation of patents, trademark, designs and other intellectual property rights, etc. Bank's data, strategies, etc. should not be revealed or shared with any third parties including any other bank. The firm and its partners will remain liable to the Bank for any act of omission and commission during the period the period of concurrent audit which may come to light at any subsequent time by any agency including the Bank.

17. TERMINATION OF CONTRACT

The performance of the selected empanelled firms will be continuously reviewed by the Bank in terms of various requirement specified in Annexure-A of this document, appointment letter, SLA, Concurrent Audit Manual/processes and RBI directives/notifications on concurrent and various communications by the Bank to the firms.. Based on the review, if the selected firm fails to satisfy / maintain their commitment with respect to timely conduct of the audit, quality and content of the audit reports, the contract may be terminated by Bank by giving one month's written notice to the firm. Regarding quality and content of the audit reports, banks decision is final and binding on the firm.

Bank may terminate the contract by giving two months' notice in case of deletion of any branch from coverage of concurrent audit when relocation of the firm to another branch is not feasible.

Firm has to give two months' prior written notice to bank to accept any assignment requiring relinquishing the present assignment.

In case of any suppression of fact which the firm is required to disclose or intimate to the Bank within stipulated time during the period of contract, it will be treated as unethical act and the Bank can terminate the contract without giving any advance notice and the firm will be reported to RBI and ICAI for blacklisting. In addition, Bank will be entitled to indemnity and recovery of damages from the outgoing firm.

In additions to this, other circumstances leading to termination of contract, periodicity of notice, compensations have been incorporated in the Service Level Agreement (SLA) to be executed by the firms before taking up the concurrent audit at allotted branches..

In all other circumstances, contract may be terminated by either party giving 3 months' notice or payment of full amount of remuneration including service tax to the other party. Under no circumstance the 3 months periodicity for termination can be reduced.

SBI's decision in this regard will be final. In case of termination of this contract, the SBI shall have the right to avail services of any other Audit firm to continue the process without any let or hindrance from de-paneled firm, whose services are to be terminated and outgoing firm also has to provide all necessary help, at their own cost, for smooth switch over.

Any work done till such time, working papers and should be handed over to the Bank, without any demur. The work should not be disclosed to any other organization/bank.

The Concurrent Auditor firm shall not be entitled for any damage including liquidity damage or compensation on account of termination of Contract by the Bank.

18. OTHER TERMS AND CONDITIONS

In case any information furnished during the application process is found at any point of time, to be incorrect, SBI will not only summarily reject the application / terminate the contract without any notice, but also the applicant may be blacklisted from any future such process with the Bank.

SBI may share such information with ICAI, Reserve Bank of India (RBI) or Indian Bankers' Association (IBA) which is the voluntary representative body of all banking institutions in the country or any other organization, who, in turn, may share the information among its member institutions.

Any terms and conditions beyond the scope of this process added by the bidder, whether implicitly or explicitly stated in any of the responses, will be ignored.

Notwithstanding anything contained herein above, the Bank reserves its right to terminate the contract by giving 30 days prior notice to the other side without assigning any reason.

19 Disclaimer:

There is no commitment or obligations, whatsoever on the part of the issuer of this process, or officials associated with it within the Bank, regarding the implementation for any future plans. Any assumptions made by bidders, on the basis of information shared herein, will be at their own risk and responsibility.

Address for Communication

The Address for Communication in respect of any matters related to this is as under:

The Assistant General Manager (Audit)

State Bank of India

Local Head Office, 4th Floor

Pandit Jawaharlal Nehru Marg

BHUBANESWAR-751001

Telephone No: 0674- 2392341 and 2390154

Fax: 0674-2530015 and 2393156

E-mail Id: agmaudit.lhobhu@sbi.co.in and agmbod.lhobhu@sbi.co.in

SCOPE OF CONCURRENT AUDIT

It is as per WBCAS (Web based Concurrent Audit System) under which concurrent audit is carried out in the Bank. Some of the important features are as follows:

- 1 **Cash:** Abnormal receipts and payments, accounting of currency chest transactions
- 2 **Investments:** Investments made by the Bank
- 3 **Deposits:**
 - i. Interest rates
 - ii. Opening of new accounts
 - iii. 'Know Your Customer' and 'Anti Money Laundering' norms.
- 4 **Advances:**
 - i. Adherence to the delegated financial powers in both fund based and non-fund based exposures;
 - ii. Pre-sanction processes, obtention of proper documents
 - iii Post disbursement supervision and follow up
 - iv. Problem loan management and follow up.
 - v. IRAC classification
- 5 **Letters of Credit and Bank Guarantees –**
 - i Devolvement
 - ii Timely payment of bills and invocation
 - iii. Follow up of overdue bills
 - iv. Adherence of RBI guidelines
6. **Foreign Exchange Transactions:**
 - i. Accounting of inward and outward remittances
 - ii. Forward contracts
 - iii. Reconciliation of Nostro & Vostro accounts
 - iv. Adherence to RBI / FEMA guidelines and submission of returns
7. **Housekeeping:**
 - i. Reconciliation of various accounts including office accounts
 - ii. Income Leakage including recovery of charges / Interest application /charging of correct rate of interest
 - iii. Checking of VVRs
 - iv. High value non-home transactions
 - v. Transactions in staff accounts
 - vi. High value inward and outward remittances
 - vii. Changes in home branch of deposit/loan accounts
 - viii. Review of concessions in terms / charges with their approvals
 - ix. Maturity mismatches for calculations of CRAR under Basel II
 - x. ATM failed transactions
- 8 **Other items:**
 - i. Correctness of entry of data in the CBS system
 - ii. Interest rate for Bills Discounted
 - iii. Government transactions – compliance to RBI / Government instructions
 - iv. Compliance of audit report observations
 - v. Addressing customer grievances

- vi. Verification of critical returns submitted by the branch (including BMMC) and recovery of excess payments, if any.
- vii. Concurrent Auditors will verify / authenticate mandatory quarterly certificates in case of 'A' and 'B' category Forex Branches,
- viii) Any other matter as will be decided by the Bank from time to time.

ANNEXURE : B

Details of Branches/BPR Units identified for Concurrent Audit of branches under State Bank of India, Local Head Office, Bhubaneswar

The number of branches/BPR units presently identified for outsourcing of concurrent audit are 30 as detailed below. However the Bank reserves the right to add or delete any branch/unit to the said list.

Sl.No	ZONE	NAME OF BRANCH/UNIT	HEADED BY	EXPECTED PERIOD OF ENGAGEMENT	CATEGORY FOR REMMUNERATION PER MONTH WITH AMOUNT IN Rs.(IN BRACKET)
1	Bhubaneswar Zone-I	Bhubaneswar Main	AGM	One year	A(40000)
2	Do	Govt. Treasury Branch	AGM	Do	B(25000)
3	Do	Bapujinagar	AGM	Do	B(25000)
4	Do	Cuttack	AGM	Do	B(25000)
5	Do	RACPC, BBSR	AGM	Do	D(45000)
6	Do	SMECCC, BBSR	AGM	Do	D(45000)
7	Do	LCPC, BBSR	AGM	Do	C(25000)
8	Do	RACPC, Cuttack	AGM	Do	D(45000)
9	Do	SMECCC, Cuttack	AGM	Do	D(45000)
10	Do	Forestpark	CM	Do	B(25000)
11	Do	Secretariat	CM	Do	B(25000)
12	Do	IDCO Tower	CM	Do	B(25000)
13	Do	OUAT Branch	CM	Do	B(25000)
14	Bhubaneswar Zone-II	SME Branch, JODA	CM	Do	B(25000)
15	Bhubaneswar Zone-II	Balasore	CM	Do	B(25000)
16	Do	Balasore IE	CM	Do	B(25000)
17	Do	Baripada	CM	Do	B(25000)
18	Sambalpur	SME Branch, Rourkela	AGM	Do	A(40000)

19	Do	RACPC, Rourkela	AGM	Do	D(45000)
20	Do	SMECCC, Rourkela	AGM	Do	D(45000)
21	Do	Bolangir	AGM	Do	B(25000)
22	Do	RASMECCC, Sambalpur	AGM	Do	D(45000)
23	Do	Rourkela	CM	Do	B(25000)
24	Do	Rourkela Township	CM	Do	B(25000)
25	Do	Sambalpur	CM	Do	B(25000)
26	Bhubaneswar Zone-II	Barbil	CM	Do	B(25000)
27	Bhubaneswar Zone-II	Keonjhar	CM	Do	B(25000)
28	Berhampore	Berhampore	AGM	Do	B(25000)
29	Do	RACPC, Berhampore	AGM	Do	D(45000)
30	Do	SMECCC, Berhampore	AGM	Do	D(45000)

Annexure-C

REMUNERATION AND GRADE OF AUDITOR REQUIRED

Category	Business Level of Branches/ Nature of BPR Outfits	Fee per month in Rs	RBI Grade of Auditor required	No of Brs/ BPR Outfits to be covered
A	Advance of Rs 400 Crs and above	40000	GRADE 1,2,3	02
B	Deposits of Rs 300 Crs and above & Advance below Rs 400 Crs	25000	GRADE 1,2, 3	18
C	LCPC	25000	GRADE 3	01
D	RACPC/SMECC/ RASMECCC	45000	GRADE 1, 2,3	09

Annexure-D**APPLICATION FOR EMPANELMENT AS CONCURRENT AUDITORS**

ANNEXURE-D

Sl No.	Name of Firm	M/s
1	Constitution of firm	
2	Date of establishment (Attach proof)	
3	FRN (attach self-attested proof)	
4	Category as per RBI (as on 31.03.2015) (Attach self-attested proof)	
5	UCN	
6	PAN (attach self-attested proof)	
7	Service Tax Registration No. & Year	
8	Whether Firm was engaged as Branch / Central Statutory auditors in SBI or its associates for the financial year	2013-14 : YES / NO 2014-15 : YES / NO
9	H/Q address of the Firm with PIN Code (attach self-attested proof from ICAI)	PIN Code: Mobile No. Landline with STD Code : Website address :
10	Name of partners/directors in the firm	NAME CONTACT NO. _____ _____

11	Number of partners/directors residing in Odisha	
12	Address of the branches in Odisha (attach self-attested proof) (give full address with PIN Code, Landline no. with STD code	1. 2. 3.
13	Contact numbers	Land line with STD Code: FAX with STD Code : Mobiles :
14	e-mail address of the firm	1. 2. 3.
15	Number of partners in the firm as on :	1. As on 31.05.2015 : 2. 2014-15 : 3. 2013-14 : 4. 2011-13 : 5. 2009-11 :
16	Name of partners with DISA /CISA/CAIIB qualification	NAME ----- QUALIFICATIONS -----

17	Name of qualified CAs employed with the firm	<table border="0"> <tr> <td style="text-align: center;">NAME</td> <td style="text-align: center;">QUALIFICATIONS</td> </tr> <tr> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </table>	NAME	QUALIFICATIONS	-----	-----
NAME	QUALIFICATIONS					
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18	Number of ICAI trained partners on Concurrent Audit					
19	Name of ICAI trained articles on Concurrent Audit					
20	Name of other articles assistants					
21	Name of retired bank staff of the firm as firm staff					
22	Name of retired bank staff with the firm on contract basis	<ol style="list-style-type: none"> 1. 2. 3. 				

		4. 5. 6.																																				
23	Name of other staff with the firm	1. 2. 3. 4. 5. 6.																																				
24	Branch / central statutory audit conducted in SBI or its associates for the year ending	Year ending: Total no. of years :																																				
25	Firm engaged as Branch/Central Statutory auditors for the financial year in other banks (including in the name of firm, in case there is a change in the name of the firm only)	<table border="0"> <thead> <tr> <th>Name of Bank</th> <th>Total no. of Years</th> </tr> <tr> <th>-----</th> <th>-----</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> <tr><td>7.</td><td></td></tr> </tbody> </table>	Name of Bank	Total no. of Years	-----	-----	1.		2.		3.		4.		5.		6.		7.																			
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26	Con-current Audit experience in SBI a) Firm b) Partner 1 c) Partner 2 d) Partner 3 e) Partner 4 f) Partner 5 g) All other partners h) Qualified CAs with Firm	<table border="0"> <thead> <tr> <th>From</th> <th>To</th> <th>Total years</th> </tr> <tr> <th>_____</th> <th>_____</th> <th>_____</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	From	To	Total years	_____	_____	_____																														
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	i) ICAI trained articles on CA (PI attach self-attested proof)									
27	Con-current Audit experience in other Banks: a) Firm b) Partner 1 c) Partner 2 d) Partner 3 e) Partner 4 f) Partner 5 g) All other partners h) Qualified CAs with Firm i) ICAI trained articles on CA (PI attach self-attested proof)	<table border="1"> <thead> <tr> <th>Name of the Bank</th> <th>From</th> <th>To</th> <th>Total years</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </tbody> </table>	Name of the Bank	From	To	Total years	-----	-----	-----	-----
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Bank Name	Audit Name	Year								
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We confirm that the information furnished above is true and correct and we have not been depanelled / Black listed by any organisation in the past and we fulfil all the conditions of eligibility for empanelment with SBI as a Concurrent Auditor. If any such information furnished above is turned out to be false, our empanelment with SBI will be deemed to have been cancelled.

We will undertake concurrent audit of any branch of SBI in Odisha for any period.

We agree to the Bank shifting us from one branch to another anywhere in Odisha during the period of contract.

We will engage the persons with stipulated qualifications for audit on all working days and with number of weekly visits by the principal partners / directors as specified by the Bank.

We have read the terms and conditions stipulated for empanelment as Concurrent Auditor of the Bank and we also understand that the bank has reserved its right to accept or reject the application without assigning any reasons. If selected for empanelment as concurrent auditor of the Bank and the offer is accepted, we will execute an agreement in the format given by the Bank.

We undertake to provide any other information, documents, consent, undertaking etc required by the Bank at any time and same shall not be treated as an offer by the Bank for appointment as Concurrent auditor or any other assignment.

All terms and conditions of contract will be read in conjugation of with all documents given for procure services of external auditors for concurrent audit, letter of appointment to be issued by the bank at the time of engagement of the firm for concurrent audit and the agreement in the format given by the Bank.

In case of any dispute, need for interpretation, clarification given by the Bank will be final and binding.

Place :

Signature with Seal

Date :

Membership No.

Enclosed : 1. Copy of Procurement news initialed on each page and signed at last page

2. Declaration of fidelity & secrecy 3.

4. 5.

6. 7.

8. 9.

10 11.

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DECLARATION OF FIDELITY AND SECRECY

We _____ do hereby declare that we will faithfully, truly and to the best of our skill and ability execute and perform the duties required of us as auditors of the State Bank of India and which properly relate to the office or position in the said State Bank of India held by us.

We further declare that we will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of State Bank of India or to the affairs of any person having any dealing with State Bank of India nor we will allow any such person to inspect or have access to any books or documents belonging to or in the possession of the Bank and relating to the business of the State Bank of India or to the business of any person having any dealing with the State Bank of India.

Place:

Date:

CHARTERED ACCOUNTANT with Seal
Membership No.