

**ASSAM GRAMIN VIKASH BANK**  
**HEAD OFFICE, GUWAHATI**

Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-5 invites application from the intending Concurrent Audit firms for empanelment of Concurrent Auditors for the branches of the bank for the period from July' 2020 to June' 2021.

The application should accompany duly filled up Bio-Data form along with copies of necessary certificates, which should reach Bank's Head Office on or before 24.06.2020. Selection of audit firms for empanelment will be done within 26.06.2020 by the Bank and allotment of branch will be made within 30.06.2020.

**Terms and conditions**

**a) Selection Criteria:**

The audit firms will be selected for empanelment under the following selection criteria.

1. The firm shall not be a proprietorship firm.
2. The firm shall have experience of concurrent audit / statutory audit of minimum 3 other banks.
3. Chartered Accountants (CA) firms having no experience of Bank audit but practicing for at least 5 years may also be considered by the Bank for empanelment.
4. Proprietorship firms may also be considered by the Bank in the event of non-receipt of sufficient application from partnership firms.
5. Preference shall be given to firms having CISA or DISA qualified CA.
6. Firms having common partners in more than one firm shall not be considered for empanelment.
7. The concurrent audit assignment shall be for a period of 1 (one) year from July'2020 to June'2021. On review at the end of the said period, the assignment may be renewed for another period as considered by the Bank.
8. If the performance and conduct of the Concurrent Audit Firm is found unsatisfactory, their audit assignment may be withdrawn at any point of time.
9. The renewal of the said audit assignment may be renewed up to a maximum period of 2(two) years including the first assignment. After a period of two years including renewal, such firm shall have minimum one year cooling period to apply for Concurrent Audit of subsequent period.
10. The firms which carry Statutory Audit assignment for a year shall not be considered for Concurrent Audit assignment for that year and the next year.

**b) Remuneration:** The Remuneration for this assignment for each branch is as follows:

<b>For Scale I and Scale II branches</b>	<b>= Rs.7000/- per month</b>
<b>For Scale III branches</b>	<b>= Rs.8000/- per month</b>
<b>For Scale IV branches</b>	<b>= Rs.9000/- per month</b>

No other expenses like Halting Allowance, Traveling Allowance, Local Conveyance or other pocket expenses including cost of stationary will be paid by the bank

**c) Duty & responsibility of Concurrent Auditors:**

Concurrent Audit should be conducted thoroughly and scrupulously, on a day-to-day basis. The Auditors will render themselves accountable for their failure to detect and report serious irregularities. It is expected that the work will be regularly monitored and supervised at the branch by a Partner/ Proprietor of the firm. The minimum attendance day at the branch will be as under.

**For Partner / Proprietor - Once in a week.**

**For Assistants -8 (Eight) days in a month.**

The assignment shall include the Revenue Audit of the branch for the Concurrent Audit Period. The Auditors will scrutinize application of interest on all Deposits and Advance accounts provisions made. Commission and other charges realized by the branch and satisfy themselves that all charges realized / revenue expenses incurred are as per HO Circulars/ Directives. The assignment shall also include the furnishing of papers / particulars/ information by the Concurrent Auditor in the form of certificate. Bank may ask for working papers from time to time and as and when required.

d) **Submission of reports:**

Auditors should submit daily audit notes, certificates, reports and other information including flash report as and when occurred/ noticed within the specified time. The calendar of submission of monthly and quarterly report is as follows:-

**REPORTS SUBMISSION**

SN	Reports	Periodicity	Time schedule for submission	To be submitted to
<b>Monthly</b>				
1	Concurrent Audit	Monthly	within 7 days of the following month	1. Branch Head 2. Regional Manager 3. Chairman / General Manager
2	Balance reconciliation certificate	do	do	1.Regional Manager 2.Chief Manager, Insp. & Audit, HO
3	5 point Flash report	do	Immediately	1.Chairman / General Manager 2. Regional Manager
4	Certificate on Assets Classification and SMA Accounts	do	within 7 days of the of the following month	1. Regional Manager 2.Chief Manager, Insp. & Audit, HO
<b>Quarterly</b>				
1	Concurrent Audit	Quarterly	within 10 days after end of the related month	1. Branch Head 2. Regional Manager 3. Chief Manager, Insp. & Audit, HO
2	Report on loans and Advances of Rs.10 lac and above as per format-21, 22, 23, 24 & 25	do	do	do
3	Revenue Audit	do	do	do

e) **Others :**

- i) Concurrent Audit report should be submitted in the prescribed format designed by the Assam Gramin Vikash Bank and it must contain all the formats as provided.
- ii) It is mandatory to submit the Concurrent Audit Reports within 7 days of the following month. A deduction of 10% in the bill amount will be made if the bill is not submitted within following month. No report will be accepted beyond 2 months of audit month.

- iii) It is mandatory that every auditor must submit the Quarterly report (Format 21 to 25) on every quarter ended along with the month ended report and the Revenue Audit report.
- iv) Delayed submission of report for two consecutive quarters to HO may lead to delisting from the panel.
- v) Audit formats will be provided to each empanelled firm & all columns must be filled up and duly signed with seal before submitting the report.
- vi) Concurrent Audit reports should be submitted with proper seal and signature of the Branch Head / Authorized Officer of the concerned branches.
- vii) It is mandatory to submit **Concurrent Auditor's Attendance Certificate** issued by the Branch Head along with bill as per format Annexed bellow, **without which payment will not be made.**

**Concurrent Auditor's Attendance Certificate**

**Name of the Branch: -**

**For the Month:-**

SL No	Date	Name of the Partner/Proprietor/Assistant Who attended the Branch	Arrival Time	Departure Time	Remarks

**Date: -**

**Signature of Branch Head  
With Seal**

- viii) Bill will be paid on quarterly basis, for which following data should be provided by the Audit firms as soon as they received the appointment letter

Bank A/c Name of the firm :  
 Bank A/c number :  
 Bank and Branch name :  
 IFS Code of branch :  
 GST Regd. No. :  
 PAN No. :  
 (Photocopy of PAN card should also be furnished.)

- ix) Concurrent Audit bills should be prepared addressing the General Manager / Chief Manager (I&A) of Assam Gramin Vikash Bank, Head Office.

f) **Bio Data form:**

1.	Name of the firm	:	
2.	Date of establishment	:	
3	Registration No. of firm with ICAI	:	
4	Constitution of the firm (Individual/Proprietorship/Partnership)	:	
5	Date of Reconstitution of the firm	:	
6	Addresses of the firm Regd. Office Head Office	: :	
7	Postal Address	:	
8	No. of full-time Partners with qualification	:	
9	Staff strength No. of Chartered Accountants Other Paid Assistants	:	
10	Contact Details i) Landline (s) ii) Mobile no iii) Fax No. iv) E-mail ID	: : : :	
11	GST Registration No.	:	
12	Unique Code of Bank Audit	:	
13	Details of Branch / Office with address	:	
14	Experience in Bank concurrent / other audit	:	
15	Experience in Govt. / Public Sector Audit	:	
16	Whether the firm has ever been de-empanelled by the Bank or any other Bank for Concurrent Audit or for any other assignment. If yes, details of such events with reasons thereof.	:	
17	Whether the firm or any partners have been debarred by ICAI / RBI. If yes, details of such events.	:	
18	Any other relevant information, the firm tends to give	:	

**Note: -**

- i) The bank reserves the right to accept or reject any application for empanelment of Concurrent Auditor without assigning any reason thereof.
- ii) The selection of audit firms will be made for empanelment of concurrent auditors only. Allotment of branches for Concurrent Audit will be made by the bank at its own discretion and the bank is not under obligation to provide audit work to every firm.

**Sd/-**

**General Manager**