Small Industries Development Bank of India

Expression of Interest (Pre- Qualification)

for

**Migration Audit of**

**Integrated Treasury Operations of (Rupee & Forex)**

**Treasury & Funds Management Vertical (TFMV), Mumbai**

**2015**

Critical Information Summary

* Last date for submission of Expression of Interest - Pre- Qualification (EoI-PQ) : **August 31, 2015** **by 17.00 hrs**
* 1 hard copy and 1 soft copy (CD – **Word format**) need to be submitted in sealed covers labelled at the following address.

**The Country Head**

**Audit Vertical**

**Small Industries Development Bank of India**

**MSME Development Centre, Plot No. C-11, 'G' Block,**

**Bandra Kurla Complex, Bandra (East),**

**Mumbai - 400051**

**Maharashtra**

* For queries and clarifications regarding the EoI-PQ, please feel free to contact us at the following email address / telephone numbers:

|  |
| --- |
| **Mumbai** |
| Contact | Shri V Sriram | Shri Samir Kumar |
| Position | General Manager, Treasury & Funds Management Vertical | Deputy General Manager, Treasury & Funds Management Vertical |
| Email | vsriram@sidbi.in | samirkumar@sidbi.in |
| Telephone | 022-67531302 | 022-67023199 |

* Last date for requesting any clarifications : **August 27, 2015**
* Please note that all the information desired needs to be provided. Proposal with incomplete information is liable to be rejected.

# Introduction and Disclaimers

## Purpose of EoI-PQ

The purpose of EoI-PQ is to shortlist professional firm / company of chartered accountants having experience in undertaking Migration Audit of Integrated Treasury operations (Rupee, Forex & Derivatives) of Treasury & Funds Management Vertical (TFMV), Mumbai.

## Information Provided

The EoI-PQ document contains statement derived from information that is believed to be relevant at the date but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with SIDBI. Neither SIDBI nor any of its employees, agents, contractors, or advisors gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither SIDBI nor any of its employees, agents, contractors, or advisors has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

## Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, SIDBI and its officers, employees, contractors, agents, and advisors disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this EoI-PQ document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of SIDBI or any of its officers, employees, contractors, agents, or advisers.

## Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SIDBI, will be borne entirely and exclusively by the Respondent.

## No Legal Relationship

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

## Respondent Obligation to Inform Itself

The Respondent must conduct its own investigation and analysis regarding any information contained in the EoI-PQ document and the meaning and impact of that information.

## Evaluation of Offers

Each respondent acknowledges and accepts that SIDBI may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for shortlisting / selecting the eligible vendor(s). The EoI-PQ document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.

## Maintaining Secrecy and Confidentiality

The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of SIDBI.

## Errors and Omissions

Each respondent should notify SIDBI of any error, omission, or discrepancy found in this EoI-PQ document.

## Acceptance of Terms

A Respondent will, by responding to SIDBI for EoI-PQ, be deemed to have accepted the terms of this Introduction and Disclaimer.

## Lodgment of EoI-PQ

### **EoI-PQ submission:**

EoI-PQ document submission is required to be done by **August 31, 2015** **by 17.00 hrs** as under :-

***Hard copy along with 1 soft copy (CD – Word format) should be submitted at the following address in single sealed envelope superscribed – Expression of Interest (Pre- Qualification) - Migration Audit of Integrated Treasury (Rupee, Forex & Derivatives) Operations of Treasury & Funds Management Vertical (TFMV), Mumbai.***

**The Country Head**

**Audit Vertical**

**Small Industries Development Bank of India**

**MSME Development Centre, Plot No. C-11, 'G' Block,**

**Bandra Kurla Complex, Bandra (East),**

**Mumbai - 400051**

**Maharashtra**

 Copy of the EoI-PQ must be submitted before the aforementioned closing date.

* **Faxed copies of any submission are not acceptable and will be rejected by the Bank.**
* **All copies of EoI-PQs and attachments must be provided in a sealed envelope.**

The person(s) signing the EoI-PQ shall preferably initial on all the pages. The EoI-PQ shall contain no erasures or overwriting except as necessary to correct errors made by the applicant, in which case corrections shall be initialed by the person(s) signing the EoI-PQ. The applicant shall duly seal the envelope. The envelope should be sent through **Courier** at **Audit Vertical,** **SIDBI,** **Mumbai** to the address mentioned above on or before the last day and time of the receipt of EoI-PQs. If the submission does not include all the information required or is incomplete, the proposal is liable to be rejected.

All submissions, including any accompanying documents, will become the property of SIDBI. Respondents shall be deemed to license, and grant all rights to SIDBI to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Respondents and to disclose and / or use the contents of the submission as the basis for any resulting EoI-PQ process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

### **EoI-PQ Validity Period**

The proposal must remain **valid and open for evaluation according to their terms** **for a period of at least three (3) months** from the time the EoI-PQ closes on the deadline for lodgment of EoI-PQ.

### **Cost of EoI-PQ Document**

No cost has been prescribed for the EoI-PQ Document.

### **One EoI-PQ per applicant**

Each applicant shall submit only one EoI-PQ for the assignment.

### **Late Applications**

Any application received after the deadline for submission of the EoI-PQs will be treated as ‘**Late’** and such late applications shall not be considered at all for competitive evaluation.

## Expression of Interest (Pre- Qualification)

Respondents are required to direct all communications related to this EoI-PQ, through the Nominated Point of Contact person.

SIDBI may, in its absolute discretion, seek additional information or material from any Respondents after the EoI-PQ closes and all such information and material provided must be taken to form part of that Respondent’s response.

Respondents should provide details of their contact persons, Telephone, email and full address(s) to ensure that replies to EoI-PQ could be conveyed promptly.

If SIDBI, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then SIDBI reserves the right to communicate such response to all Respondents.

SIDBI may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the EoI-PQ closes to improve or clarify any response.

## Notification

SIDBI will notify all short-listed Respondents in writing as soon as practicable about the outcome of their EoI-PQ. SIDBI is not obliged to provide any reasons for any such acceptance or rejection.

## Disqualification

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

# About SIDBI

2.1 Small Industries Development Bank of India (SIDBI) was established in April 1990 under an Act of Indian Parliament as the principal financial institution for:

* Promotion
* Financing
* Development of industry in the small scale sector and
* Co-ordinating the functions of other institutions engaged in similar activities

The bank provides its services through a network of branch offices located all over India. Detailed information on the functions of the bank is provided on the website, [www.sidbi.in](http://www.sidbi.in).

2.2 SIDBI runs several financial products and services for catering the financial needs of Micro Small and Medium Enterprises (MSMEs) through its field level offices. These include the following broad areas:

* Direct Finance
* Bills Finance
* Refinance
* International Finance
* Promotion and Development
* Micro-finance

2.3 SIDBI has an Integrated Treasury (Rupee and Forex) set up at Mumbai which functions as a separate business unit. The Treasury is headed by a Chief General Manager and has Front, Mid and Back Offices which are manned by experienced officers. The Treasury has required IT infrastructure to support the day to day operations and MIS requirement. The Forex treasury is equipped with Thomson Reuters – Dealing System and Eikon, Bloomberg and SWIFT settlement system.

# Project Particulars

## Integrated Treasury functions in SIDBI

SIDBI’s Treasury functions include maintaining liquidity and providing funds for day to day operational requirements and investment of surplus funds in the Treasury into such instruments as enumerated in its Investment Policy duly approved by the Board. The guiding principle of investment policy is to provide safety, liquidity and risk & return. The rupee investment portfolio broadly covers the following:

1. investment in G-Securities, Treasury Bills, Corporate Bonds and Debentures and other Fixed Income Securities.
2. Money market operations like Collateralised Borrowing and Lending Obligations (CBLO), Fixed Deposit placements with Banks / Institutions, Bills Rediscounting, Repo and Reverse repo with inter bank participants, various schemes of Mutual Fund investments, etc.
3. Equity investments in the Primary and Secondary market.
4. Other type of investments approved by the Board and within RBI guidelines.

The number of Treasury transactions may be around 30 per day or around 6500 transaction in a year. The average size of the Treasury is around `5,300 crore.

## Foreign Currency Operations in SIDBI

SIDBI is licensed as the Authorised Dealer – Category III by Reserve Bank of India. As an Authorised Dealer Category-III, SIDBI has been undertaking various forex transactions permitted by RBI. The Bank has raised foreign currency borrowings from multilateral / bilateral agencies.

The Bank has Nostro Accounts in USD, EUR, JPY and GBP with various correspondents. SIDBI extends loans to MSME entrepreneurs by way of Foreign Currency Term Loan [FCTL], Trade Finance operations and placement of surplus foreign currency funds as short term deposits. The major types of forex transaction being undertaken by SIDBI are as follows:

1. Foreign currency borrowing, lending and servicing of borrowings.
2. Maintenance of Foreign currency accounts with Banks and correspondents abroad.
3. Buying / Selling of Foreign exchange in the domestic market to cover merchant transactions and other debt servicing obligations.
4. Enter into forward contracts on behalf of clients and also as a measure of risk management.
5. Undertake foreign currency sell / buy or buy / sell swaps.
6. FLC operations on behalf of customers.
7. Foreign exchange derivatives transactions to hedge underlying risks including Swaps, Depo/Loan structures, etc.

## Project Objective & Scope of Treasury Operations

The EoI-PQ is invited with a view to identifying a suitable professional firm / company of Chartered Accountants having expertise in Migration Audit of Integrated Treasury and foreign currency operations The selected firm / company of Chartered Accountant would undertake the Migration Audit from the existing system to the upgraded system of Integrated Treasury (Rupee, Forex & Derivatives) operations of SIDBI at SIDBI’s Mumbai office, as on date of migration, with specific reference to the below mentioned items and based on their findings suggest measures to improve the functioning of Treasury and Forex operations. The staff deputed by the firm / company for carrying out the audit should be qualified and experienced in the area of work.

Verification of details to be done in both existing & upgraded systems for

|  |  |  |
| --- | --- | --- |
| **Application** | **Particulars** | **Scope of Migration Audit** |
| **Fixed Income****Securities (FIS)** | Instruments covered under FIS are:1. BRDS2.FDs (with Banks & Corporates includ. Fls)3. CPs / CDs4. CBLO5. Bonds & Debenture6. Gsec7. T-Bill8.Equity (Primary/Secondary) | The data has been migrated w.e.f. April 01, 2014 till January 24, 2015. The reports have been checked on monthly basis after generating reports from the two systems. Audit certification is required with regard to correctness of migrated data and matching of SL/GL balances along with instrument-wise, category-wise & maturity wise holding, etc. |
| **Forex** | As on January 24, 2015 the data of outstandinq deals (Interbank & Merchant) have been migrated. | Audit certification is required with regard to correctness of migrated data (outstanding deals) and matching of SL/GL balances, etc. |

Besides, the following would also be part of the scope of the Migration Audit:

1. MTM Valuation of derivative deals.
2. Accounting of all transactions.
3. MIS to Senior Management.
4. Any other areas of work involving Integrated Treasury operations not covered above.

4 **Selection Criteria for the Treasury Operations of RMV, Mumbai**

4.1 **Selection Process**

This EoI-PQ will be assessed on the following Selection process:-

Invite Expression of Interest – Pre Qualification (EoI-PQ) wherein Technical evaluation is submitted in envelope. Selection phases consists of -

**Phase 1 - Technical evaluation**

1. The firm / company is required to submit the details of their proposal in a sealed envelope. The **envelope** should be superscribed ***‘Technical Evaluation’*** for said Migration Audit should contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm / company like name and location, year of establishment, names of it’s partners, staff, their qualification / experience, registration number of the firm/ company, details of ICAI membership / Certificate of Practice details, methodology proposed and all other such relevant particulars in the format given in **Annexure I**.
2. A pre-evaluation meeting would be held to clarify on points, if any, as desired by the intending applicants.
3. **After the expiry of last date for submission of EoI-PQ / application**, in the first instance, the first envelope containing the compliance on the ‘Technical Evaluation’ would be opened in respect of all the applicants to verify the compliance of the applicants with the prescribed Technical Evaluation requirements.
4. The Technical Evaluation / EoI-PQ / Application would be evaluated by an In-house technical evaluation Committee constituted by SIDBI. The list of technically qualified applicants would be short listed.

**Technical Evaluation Procedure of the applicants for Migration Audit of Treasury Operations of TFMV, Mumbai**

* The technical capabilities of the applicants with regard to the Migration Audit of Treasury Operations of TFMV, Mumbai would be evaluated based on the following criteria and weightage:

**Pre-Requisite for EoI-PQ**

 The firm should furnish proof of Valid registration / Certificate of Practice from the Institute of Chartered Accountants of India (ICAI). Without valid registration/ Certificate of Practice from ICAI, the firm/ company will not be eligible for EoI-PQ.

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| **Sl. No.** | **Criteria** | **Maximum Marks (Weightage)** |
| i | Chartered Accountant firm / company with year of establishment. |  |
| ii | **Experience** in carrying out audits in other Financial Institutions / Public Sector Banks **(furnish documentary proof) and specify the category as per RBI’s Department of Banking Supervision** (out of 15) |  |
| **Category - 1** | 15 |
| **Category - 2** | 10  |
| **Category - 3** | 5 |
| iii | Regular set-up, either Head Office or full fledged Branch Offices, at Mumbai.Address to be furnished. | 10 |
| iv. | Availability of suitable Infrastructural facilities including office set up, adequatemanpower, who are specialized in the area of audit of integrated Treasury and Forex operations. Competence and qualification of key professional staff, who shall carry out the assignment in a time bound manner.  | 10 |
| v | **CISA / DISA qualified persons in the firm / company (out of 25)** |  |
| **One - CISA / DISA qualified persons** | **10** |
| **Two - CISA / DISA qualified persons** | **15** |
| **Three and above - CISA / DISA qualified persons** | **25** |
| vi | Previous track record of carrying out audits in other Financial Institutions / Public Sector Banks mainly in the area of Integrated Treasury and Forex Dealing Room Operations **[furnish documentary proof] (out of 15)** |  |
| Between 5 years and 10 years | **10** |
| **Above 10 years** | **15** |
| vii | **Past experience in carrying out migration audit** **(furnish documentary proof)**  | **15** |
| viii | Annual Income of not less than Rs.50 lakhs (**furnish documentary proof)** | 10 |
| Maximum technical score | **100** |

* Preference would be given to the firms / companies where the partners / Directors themselves were ex-bankers with requisite experience and exposure and the firms having qualified Information System Auditor (CISA / DISA) with necessary exposure of systems audit.
* The firm / company shall ensure that the audit firm / company or any sister / associate concern, is not conducting the statutory audit of the Bank or any of its branches.
* The firm / company shall execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by the Bank.
* The firm / company shall ensure that the audit be carried out in a professional manner and in case of any misconduct & negligence, the Bank, is free to report the matter to ICAI / RBI under the guidelines from time to time.
* The firm / company shall ensure that it will not sub-contract the audit work assigned to any outside firm / company or other persons even though such persons are qualified Chartered Accountants and qualified Information System Auditor (CISA / DISA) with necessary exposure of systems audit.
* A declaration to be furnished by the firm / company that credit facilities availed by the firm or partners or firms in which they are partners or Directors, including any facility availed by a third party for which the firm / company or its partners are guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would get terminated besides the firm being liable for any action under ICAI / RBI guidelines.
* The Migration Auditor should adhere to the audit coverage strictly as per the scope as may be decided by the Bank.
* All applicants scoring 80 marks or more (in Technical Evaluation) will be selected as the Technically Qualified Applicants. In case, less than three applicants get 80 marks or more in the Technical Evaluation, the top three applicants getting the maximum marks in Technical Evaluation will be given preference, subject to them getting at least 70 marks.

**Phase 2 - Financial evaluation**

* The in-house technical evaluation committee will hand over the list of eligible / identified applicants to Audit Vertical at Lucknow for inviting sealed quotations / financial bids.
* The quotations / financial bids received would be evaluated / examined by another In-house bid evaluation committee constituted at **Lucknow**.
* The technically qualified applicants recommended by technical evaluation Committee alone will be informed of the date of opening of the financial bid. **The decision of SIDBI will be final in this regard**.
	+ 1. The final selection of the successful applicants from the technically qualified applicants will be done on the basis of lowest financial bid as per the recommendation of the bid evaluation Committee. **(NO INFORMATION PERTAINING TO COMMERCIAL / FINANCIAL BID SHOULD BE PROVIDED WITH EOI-PQ BY THE APPLICANTS / RESPONDENTS DURING PHASE 1).**
		2. In case of a tie, preference will be given to the bidder having higher technical scoring.
		3. SIDBI reserves all rights to accept or reject any or all proposals without assigning any reasons there of.
* No out of pocket expenses or traveling allowance / halting allowance would be paid to the Audit firm / company for carrying out the Migration Audit. However, the service tax, education cess etc. would be paid as applicable from time to time in addition to the basic fees. The payment to the auditor would be subject to deduction of tax at source (TDS) at appropriate rates.
* Necessary arrangement should be made for providing space, workstation and access to systems **(viewing rights only)** to the Migration Auditors for ensuring smooth conduct of the audit. This would be the responsibility of the Vertical Head.

**5. Guidelines & Instructions**

**i.** SIDBI will endeavour to make available all relevant information in the EoI-PQ. In case of need of any further information or clarification during the application period the applicant must contact **only** the Contact Officers named above. **On no account,** should the applicants communicate directly with any other SIDBI personnel involved in work concerning this Invitation. Failure to comply with this requirement may result in the disqualification of the applicant from this competition.

**ii. Government Tax**

Applicants are responsible for establishing the status of the Services for the purpose of any government tax including service tax, cess etc. to GoI. Any applicable taxes should be included and shown in financial proposal.

**iii. Alterations to applications**

Any manuscript or other alteration to the application must be countersigned and dated by the person submitting the EoI-PQ.

**iv. Letters and Declaration to Accompany EoI-PQ**

The EoI-PQ must be accompanied by a letter on Firm / Company letter head showing the full registered name(s), registered office address of the applicant. It should be signed by a person of suitable authority to commit the applicants to a binding contract.

**v. Packaging and Delivery of EoI-PQ**

EoI-PQ must be delivered in a sealed envelope clearly labelled with the following:

1. Project Title

 2. EoI-PQ Due Date

 3. Applicant’s Name

 SIDBI accepts no responsibility for the premature opening of any incorrectly marked EoI-PQ.

EoI-PQs must be received at **SIDBI Office, SME Development Centre, Plot No. C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 (Maharashtra)** to the attention of **Country Head, Audit Vertical** **on August 31, 2015** **by 17.00 hrs**. Late applications will not be accepted under any circumstance and will be returned unopened. No special pleadings will be accepted. **Faxed or e-mailed EOI-PQs will not be accepted.**

**vi. Conflict of Interest**

Applicants must disclose in their application details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor, if they were awarded this contract. Where applicants identify any potential conflicts they should state how they intend to avoid such conflicts. SIDBI reserves the right to reject any EoI-PQ which, in SIDBI’s opinion, gives rise, or could potentially give rise to, a conflict of interest.

**vii. Disclosures**

The applicant must disclose:

a. If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the applicant including but not limited to the appointment of any officer such as a receiver in relation to the applicant’s personal or business matters or an arrangement with creditors or of any other similar proceedings.

b. If they or any of the applicant’s staff have been convicted of, or are the subject of any proceedings, relating to:

* a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have committed professional misconduct.
* corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with SIDBI, or any contracting authority.
* failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

 Disclosure extends to any company in the same group of the applicant (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the applicant is associated in respect of this EoI-PQ).

If an applicant or related company or any individual discloses details of any previous misconduct or complaint, SIDBI will seek an explanation and background details from them. At the sole discretion of SIDBI an assessment as to whether the applicant will be allowed to submit a EoI-PQ, will then be made by SIDBI.

**viii. Indemnity**

 The successful applicant shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep SIDBI indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm / company or the it’s staff, agents or sub-contractors in relation to the performance or otherwise of the Services to be provided under this Contract.

**ix. Assigning to Others**

 The successful applicant shall not, without the prior written consent of SIDBI, assign or transfer or cause to be assigned or transferred, whether actually or as the result of take over, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by SIDBI.

**x. Termination**

 SIDBI may, at its sole discretion and at any time terminate the Contract and inform the Consultants of SIDBI’s decision by written instruction to that effect. In the event of the Contract being so terminated, the firm/ company shall take such steps as are necessary to bring the Services to an end, in a cost effective, timely and orderly manner.

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**Annexure I**

**Technical Evaluation Criteria for Migration Audit of**

**Rupee, Forex and Derivatives operations of**

**Treasury Operations, TFMV, Mumbai**

**A) Audit Firm / Company Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Requirements** | **Compliance** | **Details**  |
| 1 | Name of the Chartered Accountant Firm / Company with year of establishment. | Yes / No |  |
| 2 | Knowledge and experience in carrying out Migration audit of integrated Treasury (Rupee, Forex and Derivatives operations).  | Yes / No |  |
| 3 | CISA / DISA qualified persons in the firm / company **(furnish a list of all the CISA / DISA qualified persons).** | Yes / No |  |
| 4 | Be a Partnership firm / company of Chartered Accountants with minimum 3 number of Partners/ Directors of which 2 number of Partners / Directors should be CA(s). Details of each Partner / Director including experience, qualification etc. and their Registration number with CA Institute **(furnish a detailed list of all the Partners).** | Yes / No |  |
| 5 | Minimum **ten** years of previous track record of carrying out such audits in other Financial Institutions / Public Sector Banks mainly in the area of Integrated Treasury and Forex Dealing Room Operations **(furnish documentary proof).** | Yes / No |  |
| 6 | Valid registration / Certificate of Practice from the Institute of Chartered Accountants of India **(furnish documentary proof).** | Yes / No |  |
| 7 | Whether the firm / company empanelled with RBI **(furnish documentary proof).** | Yes / No |  |
| 8 | Availability of suitable Infrastructural facilities including office set up, adequatemanpower, who are specialized in the area of audit of integrated Treasury and Forex operations. Competence and qualification of key professional staff, who shall carry out the assignment in a time bound manner **(furnish a detailed list of all the skilled / semi skilled employees / staff)**. | Yes / No |  |
| 9 | Regular set-up, either Head Office or full fledged Branch Offices, at Mumbai **(furnish the details regarding branch offices, if any)**. | Yes / No |  |
| 10 | The firm / company shall ensure that the audit firm / company or any sister / associate concern are not conducting the statutory audit of the Bank or any of its branches. | Yes / No |  |
| 11 | The firm / company shall execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by the Bank. | Yes / No |  |
| 12 | The firm / company shall ensure that the audit be carried out in a professional manner and in case of any misconduct & negligence, the Bank is free to report the matter to ICAI / RBI under the guidelines from time to time | Yes / No |  |
| 13 | The firm / company shall ensure that it will not sub-contract the audit work assigned to any outside firm/ company or other persons even though such persons are qualified Chartered Accountants. | Yes / No |  |
| 14 | A declaration to be furnished by the firm that credit facilities availed by the firm or partners or firms in which they are partners or directors including any facility availed by a third party for which the firm or its partners are guarantor/s have not turned or are existing as non-performing assets as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would get terminated besides the firm being liable for any action under ICAI / RBI guidelines. | Yes / No |  |

**Note: All the relevant details & documentary evidence are to be furnished. The above is only a format. Information may be submitted in additional sheet.**

**B) Details of Audit of Integrated Treasury Operations done in Banks / FIs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Bank** | **Branch / Head Office** | **Year of Audit / Period****(From - To)****[*Data required since establishment of your firm*]** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**C) Details of Migration Audit(s) done in Banks / FIs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Bank** | **Branch / Head Office** | **Year of Audit / Period****(From - To)****[*Data required since establishment of your firm*]** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| 7 |  |  |  |

**Declaration**

(to be furnished in the letter head of the firm/ company)

 We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Date: Authorised Signatory