

भारतीय लघु उद्योग विकास बैंक



भारतीय लघु उद्योग विकास बैंक

सिडबी, लखनऊ में समवर्ती लेखा परीक्षा के संचालन निविदा हेतु:

प्रत्यक्ष ऋण उदभाग, गैर-ट्रेजरी निवेश का लेखा-परीक्षा - दबावग्रस्त आस्ति एवं गैर-निष्पादक
आस्ति प्रबंध उद्-भाग एवं एसोसिएट इंस्टीट्यूशन सेल,

भारतीय लघु उद्योग विकास बैंक

लेखा-परीक्षा वर्टिकल

4th तल, सिडबी टावर

15, अशोक मार्ग

लखनऊ- 226001

वेबसाइट-www.sidbi.in

निविदा सं.2020NOV29/T000181677_A&FMV

इस निविदा दस्तावेज के उत्तर में बोलीकर्ता से प्राप्त सूचना सिडबी की संपत्ति हो जाएगी और वापस नहीं की जाएगी। सिडबी को इस निविदा दस्तावेज को संशोधित करने, रद्द करने और दुबारा जारी करने का अधिकार है। निविदा दस्तावेज तथा सभी संशोधनों से बोलीकर्ताओं को अवगत कराया जाएगा तथा उक्त संशोधन बोलीकर्ताओं के लिए बाध्यकारी होंगे।

(इस दस्तावेज का आंशिक अथवा पूर्णतः किसी भी रूप में, पुनः उपयोग अथवा प्रतिलिपि करण अथवा उपयोग न किया जाए)



Small Industries Development Bank of India

**Request for Proposal (RfP) For Concurrent Audit of Operations of :
Direct Credit Vertical (DCV) & Non-treasury investment transactions of - Stressed Assets
& NPA Management Vertical (SA&NMV) & Associate Institution Cell (AIC)**

SIDBI Head Office, Lucknow

Small Industries Development Bank of India

Audit Vertical
4th FLOOR, SIDBI TOWER,
15, ASHOK MARG,
LUCKNOW - 226001
Website - www.sidbi.in

Tender No. HO2020NOV29/T000181677_A&FMV

THE INFORMATION PROVIDED BY THE BIDDERS IN RESPONSE TO THIS TENDER DOCUMENT WILL BECOME THE PROPERTY OF SIDBI AND WILL NOT BE RETURNED. SIDBI RESERVES THE RIGHT TO AMEND, RESCIND OR REISSUE THIS TENDER DOCUMENT AND ALL AMENDMENTS WILL BE ADVISED TO THE BIDDERS AND SUCH AMENDMENTS WILL BE BINDING ON THEM.

(THIS DOCUMENT SHOULD NOT BE REUSED OR COPIED OR USED EITHER PARTIALLY OR FULLY IN ANY FORM)



महत्वपूर्ण जानकारी का सारांश

- 1) सिडबी इस आरएफपी में किसी भी संशोधन सहित किसी भी संशोधन / संशोधन / परिवर्तन करने का एकमात्र अधिकार सुरक्षित रखता है। इस आरएफपी में किसी भी परिशिष्ट सहित इस तरह के संशोधन / संशोधन / परिवर्तन सिडबी की वेबसाइट www.sidbi.in पर अधिसूचित किए जाएँगे और ये बोलीदाताओं पर बाध्यकारी होंगे।
- 2) बोलीकर्ताओं को सूचित किया जाता है कि निविदा दस्तावेज़ का ध्यानपूर्वक अध्ययन कर लें। बोली प्रस्तुत करने पर यह माना जाएगा कि निविदा दस्तावेज़ को ध्यान से देख लिया गया है और उसके निहितार्थों को भली भाँति समझ लिया गया है।
- 3) बोलीकर्ता से प्राप्त समस्त स्पष्टीकरण अथवा अपेक्षा में किसी परिवर्तन की जानकारी सिडबी की वेबसाइट पर दी जाएगी। अतः बोली प्रस्तुत करने से पहले बोलीकर्ता को यह अवश्य सुनिश्चित कर लेना चाहिए कि ऐसे स्पष्टीकरणों/ परिवर्तनों पर उन्होंने विचार कर लिया है। किसी बोलीकर्ता द्वारा चूक किए जाने पर सिडबी की कोई जिम्मेदारी नहीं होगी।
- 4) बोलियों की जाँच, आकलन और तुलना में सिडबी को जैसी भी मदद की आवश्यकता होगी, उसके लिए वह अपने विवेकानुसार बोलीकर्ता से स्पष्टीकरण का अनुरोध कर सकता है। उत्तर/ स्पष्टीकरण लिखित में दिए जाएँगे और बोली के पदार्थ-मूल्य में कोई परिवर्तन करने के लिए न कहा जाएगा, न प्रस्तावित किया जाएगा और न ही उसकी अनुमति दी जाएगी।
- 5) कृपया ध्यान दें कि बोली दस्तावेज़ के लिए अपेक्षित समस्त सूचना का दिया जाना आवश्यक है। इन विषयों पर अपूर्ण जानकारी देने पर चयन से वंचित रहना पड़ सकता है।
- 6) बोली में संशोधन और/अथवा वापस लिया जाना
- 7) एक बार प्रस्तुत की गई बोली को अंतिम माना जाएगा और उसके पश्चात् किसी पत्राचार पर विचार नहीं किया जाएगा। बोली प्रस्तुतीकरण की अंतिम समय-सीमा समाप्त हो जाने पर किसी भी बोली में संशोधन नहीं किया जाएगा। यदि कोई बोलीकर्ता सफल बोलीकर्ता हो तो उस बोलीकर्ता को बोली वापस लेने की अनुमति नहीं होगी।
- 8) प्राप्त हुई किसी अथवा सभी निविदाओं को बिना कोई कारण बताए अस्वीकार करने का अधिकार सिडबी को है।

टिप्पणी: किसी भी कारण से बोली दस्तावेज़ के प्राप्त न होने/ गैर-सुपुर्दगी के लिए सिडबी की कोई जिम्मेदारी नहीं होगी।



Critical Information Summary

- 1) The RfP is posted on the SIDBI website www.sidbi.in. SIDBI reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this RfP. Such amendments / modifications / changes including any addendum to this RfP shall be notified on SIDBI's website www.sidbi.in and these will be binding on the bidders.
- 2) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 3) Any clarifications from bidder or any change in requirement will be posted on SIDBI website. Hence, before submitting bids, bidder must ensure that such clarifications / changes have been considered by them. SIDBI will not have any responsibility in case some omission is done by any bidder.
- 4) In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids, SIDBI 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, offered or permitted.
- 5) Please note that all the information required as per the bidding document needs to be provided. Incomplete information in these areas may lead to non-selection.
- 6) Modification and/ or withdrawal of Bids:

Bids once submitted will be treated as final and no further correspondence will be entertained. No bid shall be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if bidder happens to be the successful bidder.
- 7) SIDBI has the right to reject any or all bids received without assigning any reason whatsoever.

NOTE:

SIDBI SHALL NOT BE RESPONSIBLE FOR NON-RECEIPT / NON-DELIVERY OF THE BID DOCUMENTS DUE TO ANY REASON, WHATSOEVER.



Schedule of events:

Sr. No.	Bid Reference - Tender No. HO2020NOV29/T000181677_A&FMV		
1	Purpose	Concurrent Audit of Operations of Direct Credit Vertical, Non-Treasury Investment transactions of Stressed Assets & NPA Management Vertical (SA&NMV) and Associate Institution Cell (AIC) of SIDBI, Lucknow	
2	No. of Envelopes (Non window, sealed) to be submitted	One (1) Envelope 1 set of hard copy should be submitted in sealed single envelope superscribed at the top of the envelope – “Request for Proposal (RfP) for Concurrent Audit of Direct Credit Verticals, Non-Treasury Investment transactions of Stressed Assets & NPA Management Vertical (SA&NMV) and Associate Institution Cell (AIC) of SIDBI, Lucknow “For Technical Evaluation”.	
3	Date of uploading of the RfP	November 29, 2019 (Friday)	
4	Last date of submission of Bids	December 20, 2019 at 2:00 p.m (Friday)	
5	Venue, Date and Time of opening of Bids.	December 20, 2019 at 4:00 p.m at the address given at Sr. No. 9. (Friday)	
6	Date of Pre-bid meeting	December 09, 2019, at 4:00 p.m (Monday)	
7	Response to clarification/ pre- bid meeting	December 13, 2019, at 4:00 p.m (Tuesday)	
8	Bid Validity	6 months from the last date of submission of bids.	
9	Address for submission of Bids	The General Manager Audit & Fraud Management Vertical, SIDBI, 4 th Floor SIDBI TOWER, 15, ASHOK MARG, LUCKNOW - 226001 Ph : 0522-2288546-50 E-mail: auditvertical_ho@sidbi.in	
10	Contact Persons:		
	Name & Designation	Phone	e-mail
	Susheel Kumar Agrawal [M]	0522- 4259821	auditvertical_ho@sidbi.in
	Avinash Kumar [AGM]	0522- 4259753	auditvertical_ho@sidbi.in

If a holiday is declared on the dates mentioned above, the proposals shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.



Introduction and Disclaimers:

1.1 Purpose of RfP:

The purpose of RfP is to shortlist experienced professional firm/ Limited Liability Partnership (LLP) of Chartered Accountants, for undertaking Concurrent Audit of Operations of **Direct Credit Vertical (DCV)**, **Non-Treasury Investment Transactions of Stressed Assets & NPA Management Vertical (SA&NMV)** and **Associate Institution Cell (AIC)** of SIDBI at Lucknow.

Table - I

Sl. No	Name of the HO Vertical	Purpose	Head Office	Scope of work
1	Direct Credit Vertical (DCV)	<i>Working Capital Cell</i>	Lucknow	Annexure-I
2	Stressed Assets & NPA Management Vertical (SA&NMV)	<i>Audit of non-treasury investment transactions.</i>	Lucknow	Annexure-II
3	Associate Institution Cell (AIC)	<i>Audit of non-treasury investment transactions.</i>	Lucknow	Annexure-III

1.2 Purpose of RfP:

The Request for Proposal 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 give 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 have carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

1.3 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 RfP 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.

1.4 Costs to be borne by Applicants:

All costs and expenses incurred by Applicants 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 Applicant.

1.5 No Legal Relationship:

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

1.6 Applicant Obligation to Inform Itself:

The Applicant must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

1.7 Evaluation of Offers:

Each applicant 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 Concurrent Auditor(s). The RfP 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.

1.8 Maintaining Secrecy and Confidentiality:

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

1.9 Errors and Omissions:

Each applicant should notify SIDBI of any error, omission, or discrepancy found in this RfP document.



1.10 Acceptance of Terms:

An applicant will, by responding to SIDBI for RfP, be deemed to have accepted the terms of this Introduction and Disclaimer.

2. Lodgment of RfP

2.1 RfP submission:

- RfP document submission is required to be done by **December 20, 2019 (Friday) (2.00 PM)** as under: -

Hard copy should be submitted at the following address in sealed single envelope superscribed at the top of the envelope– **“Request for Proposal (RfP) for Concurrent Audit of Operations of Direct Credit Vertical and Non-Treasury Investment Transactions of Stressed Assets & NPA Management Vertical (SA&NMV) and Associate Institution Cell (AIC), HO, Lucknow.**

The General Manager

Audit & Fraud Management Vertical
 Small Industries Development Bank of India (SIDBI)
 4th Floor , SIDBI Tower
 15, Ashok Marg
 Lucknow – 226001 (U. P.)
 Telephones: (0522) 2288546-50
 Email: auditvertical_ho@sidbi.in

RfP must be submitted on or before the mentioned closing date and time.

- **Fax / e-mail copies of any submission are not acceptable and will be rejected by the Bank.**
- **Copy of bids and attachments must be provided in a sealed envelope.**

The person(s) signing the bids shall initial all pages of the bid. The bid 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 bid.

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. Applicants 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 RfP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents.

2.2 RfP Validity Period:

The proposal must remain **valid and open for evaluation according to its terms for a period of at least six (6) months** from the time the RfP closes on the deadline for lodgment of RfP.

2.3 Cost of RfP Document:

No cost has been prescribed for the RfP Document.

2.4 One bid / application per applicant:

Applicant can submit application for engagement as concurrent auditor for HO vertical(s) at Lucknow where applicant has a regular office set-up, either head office or full-fledged branch offices, at Lucknow.

As a matter of policy, SIDBI shall engage services of a firm / LLP for carrying out concurrent audit of one HO vertical only, at a time. Accordingly, in case, if the applicant applied for multiple HO verticals and found suitable, they may be considered for one HO vertical only, at the discretion of SIDBI.

Firms already engaged with SIDBI:

- **SIDBI shall engage the services of a firm / LLP for carrying out Concurrent Audit of only one office of SIDBI. Accordingly, in case the applicant has already been engaged as Concurrent Auditor by SIDBI for any of its branches / RO and or HO Verticals, such Firm / LLP will not be eligible to apply under this RfP.**
- **If the Concurrent Auditor's services are not availed, under such circumstances also, one year cooling period will be applicable from the date of discontinuation of the assignment for the concurrent audit of the same BO /RO / HO Vertical. However, for appointment at other BO /RO / HO Vertical, they may apply even during the cooling period provided the services of the Concurrent auditor are satisfactory.**
- **The cooling period of one year shall be independently reckoned for each of the concurrent audit of BO/RO/HO Vertical, etc.**



2.5 Late Applications:

Any RfP / application received after the deadline for submission of the bids / applications will be treated as “**Late Application**” and such late applications shall not be considered at all for competitive consideration.

2.6 Requests for Proposal:

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

Applicants should provide details of their contact persons, Fax, Telephone, email and full address(s) to ensure that replies to bids 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 applicants.

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

2.7 Notification:

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

2.8 Disqualification:

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



3. About SIDBI

3.1 Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, is the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities.

SIDBI provides its services through a network of Branch Offices located all over India. Detailed information on the functions of SIDBI is provided on the website, www.sidbi.in

3.2 SIDBI offers several financial and non-financial products and services for catering the financial and non-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
- ◆ Promotion and Development
- ◆ Micro-finance

4. Project Particulars:

The scope of work for each vertical is given in their respective Appendix.

Sl.No	Name of the HO Vertical	Appendix on Scope of work
1	Direct Credit Vertical (DCV) [<i>Working Capital Cell</i>]	Annexure-I
2	Stressed Assets & NPA Management Vertical (SA&NMV) (<i>audit of non-treasury investment transactions</i>).	Annexure-II
3	Associate Institution Cell (AIC) (<i>audit of non-treasury investment transactions</i>).	Annexure-III

5. Fee:

The fee under this mechanism is based on the portfolio size and Average Transactions of the Head Office Vertical, as mentioned in the scope of work. The award of contract to CA firms / LLPs to undertake concurrent audit will be as per fee structure issued by the Bank from time to time. Details are given below:



Sl.No	Head Office Vertical	Fee Payable Per Month (excluding GST, etc.)
1	Direct Credit Vertical (DCV)-Working Capital Cell & Non-treasury investment transactions of Stressed Assets & NPA Management Vertical (SA&NMV) & Associate Institution Cell (AIC) .	50,000/-

Note: Maximum upto 5% annually enhancement in remuneration may be considered, if the contract is renewed, after one year, provided the performance is found satisfactory.

No out of pocket expenses or traveling allowance / halting allowance would be paid to the concurrent audit firm / LLP for carrying out the audit. However, the education cess/GST, etc. would be paid by the Bank, as applicable, in addition to the basic fees. The payment to the concurrent auditors would be subject to deduction of tax at source, at applicable rates.

6. Selection Process:

This RfP will be assessed on the following Selection process:-

Invite Request for Proposal (RfP) wherein Technical Evaluation information is submitted in envelope.

Technical evaluation:

a) The Applicant is required to submit the details of its proposal in sealed envelope. The envelope should be superscribed:

- i. Request for Proposal (RfP) for Concurrent Audit of Direct Credit Vertical (DCV)-Working Capital Cell, Stressed Assets & NPA Management Vertical (SA&NMV), Associate Institution Cell (AIC) including non-treasury investment operations, Lucknow.*
- ii. Envelope should carry the Request for Proposal (RfP) for Concurrent Audit of Applicant Firm/ LLP Name & address.*

for said Concurrent Audit and should contain detailed statement giving the various technical particulars of the proposal covering aspects of the Applicant like name and location, year of establishment, names of its partners, staff, their qualification/ experience, registration number of the firm / LLP, details of ICAI membership/ Certificate of Practice details, methodology proposed and all other such relevant particulars in the format given in **Para 10**.



- b) After the expiry of last date for submission of bids/ application, the 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 information requirements.
- c) The Technical Evaluation of Application would be carried out by SIDBI. The technically qualified applicants would be short listed.
- d) The requirement of the applicants for Direct Credit Vertical and Non-treasury Investment Transactions of Stressed Assets & NPA Management Vertical and Associate Institution Cell Operations is given in **Annexure –I, II & III**.

7. Tenure of the contract:

The selected firm / LLP of Chartered Accountant would initially be assigned the contract tentatively for a likely period of upto **December 31, 2020** extendable for further two more years (extended for one year, at a time), provided the performance is found to be satisfactory on review and on sole discretion of SIDBI, with not more than **5% increase in professional fee**. The concurrent audit is likely to start from **January 01, 2020**. The proposed assignment would be subject to periodical review at the discretion of SIDBI and is liable to be terminated at any time, if not found satisfactory, by giving a written notice of 15 days.



8. Terms & Conditions:

- 8.1 The Applicant shall ensure that the audit be carried out in a professional manner and in case of any misconduct & negligence, the Bank may approach the concerned professional bodies with complaints of professional misconduct, if any, on the part of any professional engaged by the Bank. Accordingly, we may also recommend their name to ICAI/ RBI/ IBA or any other authority, for suitable action thereon by them.
- 8.2 The Applicant shall ensure that it will not sub-contract the audit work assigned to any outside firm / LLP or other persons even though such persons are qualified Chartered Accountants.
- 8.3 The applicant appointed as Concurrent Auditor to DCV, SA&MNV and AIC should **nominate a Chartered Accountant (Designated Auditor) who will head the concurrent audit team as the “Designated Auditor” duly authorised by the FCA partner of the CA firm / LLP to act on behalf of the firm.** The Designated Auditor would be required to submit his / her identity proof and address proof together with specimen signatures with a request to be allotted biometric enabled unique login ID for access to the system. The Designated Auditor would require to log in and log out of the system each working day. The Designated Auditor would require to surrender the login ID on completion of the concurrent audit tenure or on any change in the Designated Auditor by the firm / LLP.
- 8.4 The audit team composition for Concurrent Audit and attendance requirements should be specified as under :-
- a) The FCA partner of the firm / LLP who shall visit the Vertical at least 4 days in a month; and
 - b) Chartered Accountant who shall visit the Vertical preferably on all working days but for a minimum of 20 days in a month (provided that the number of working days are more than 20 days in a month).



- 8.5 The concurrent auditor should adhere to the audit coverage strictly as per the scope as may be decided by the Bank from time to time.
- 8.6 The concurrent auditor should not undertake any other activities / assignment on behalf of the HO Vertical without obtaining the concurrence of the Audit & Fraud Management Vertical at Head Office, in writing.
- 8.7 The concurrent auditor will co-operate with investigative body, regarding processing or execution of the consultancy contract or any matter related with discharge of contractual obligations.
- 8.8 Necessary arrangement would be made for providing space, workstation and access to systems (viewing rights only) to the concurrent auditor for ensuring smooth conduct of the audit.
- 8.9 The concurrent auditor shall be granted read only access to the systems of the Vertical.
- 8.10 The concurrent auditor shall not be allowed to carry any mass storage device such as pen drive / flash drive / thumb drive or any laptop inside the HO premises as these devices will not be required for the job. Concurrent auditor shall be provided with computer system with disabled USB ports by the concerned HO Vertical.
- 8.11 The concurrent auditor is required to plan the audit that it results in gradual shortening of the interval between a transaction and its examination by an independent person. The concurrent auditor shall perform substantive checking in key areas and emphasis should be on 'on the spot' rectification of deficiencies. The concurrent auditor shall daily go through all the vouchers and books of the DCV, SA& NMV & AIC, HO Vertical for the previous day and identify areas to be scrutinized in detail.
- 8.12 Should maintain and keep back up papers in support of observations made.
- 8.13 Any other terms and conditions of the assignment would be decided by the Bank on a case to case basis.



A. Declarations and undertaking

- On appointment, the Applicant shall execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by the Bank.
- A declaration to be furnished by the applicant 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.
- The applicant must submit an undertaking that the firm / LLP does not have any professional relationship with any of the borrowers of SIDBI nor will it in future accept professional relationship with any of the borrowers of SIDBI during the period during which the firm / LLP acts as the concurrent auditor for SIDBI.
- Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.

B. Selection Process

- All applicants scoring 65 marks or more (in Technical Evaluation) will be empanelled as the Technically Qualified Applicant.
- Due diligence will be carried out for the top three applicants getting the maximum marks.
- On the recommendation of the Committee, name of the successful applicant would be identified for Concurrent audit of DCV, SA&NMV & IFV.
- The final selection of the successful applicants from the technically qualified applicants will be done, based on marks scored in Rating Chart and due diligence carried out by SIDBI.

9 Guidelines & Instructions for applying:

- i. SIDBI will endeavour to make available all relevant information in the RfP. In case of need of any further information or clarification during the application period, the applicant must contact only the Contact Officer named above. On no account should the Applicants communicate directly with any other SIDBI personnel. 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 GST, cess etc.

iii. **Alterations to Application**

Any manuscript or other alteration to the RfP / Application must be countersigned and dated by the person submitting the RfP / application.

iv. **Letters and Declaration to Accompany Applications**

The bid / Application must be accompanied by a letter on Firm / LLP 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 Applications**

a) The Applicant is required to submit the details of its proposal in a sealed envelope. The envelope should clearly superscribed as under:

- i. Request for Proposal (RfP) for Concurrent audit of Direct Credit Vertical (DCV), Head Office Vertical (HO) of SIDBI at Lucknow and for Non-Treasury Investments of Stressed Assets & NPA Management Vertical (SA&NMV), Head Office Vertical (HO), Associate Institution Cell (AIC) of SIDBI at Lucknow.*
- ii. Envelope should carry the Request for Proposal (RfP) for Concurrent Audit of Applicant Firm / LLP Name & address*

SIDBI accepts no responsibility for the premature opening of any incorrectly marked Applications.

Applications must be received at Audit & Fraud Management Vertical, Small Industries Development Bank of India, 4th Floor, SIDBI Tower, 15, Ashok Marg, Lucknow – 226001 (U. P.) for the attention of The General Manager by **2.00 PM** on the due date. Late applications will not be accepted under any circumstance. No special pleadings will be accepted. Faxed or e-mailed applications 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 application 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 are 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 entity 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 application/ bid).

If an applicant or related entity 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 and assessment as to whether the Applicant will be allowed to submit an application, decision 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/ LLP or its 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 CAs, any one 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 (after giving 15 days of notice) and inform the CAs of SIDBI's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm/ LLP shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm / LLP) in a cost effective, timely and orderly manner. No further correspondence will be entertained in this regard.



Annexure – I

Scope of Work - Working Capital Operations (Direct Credit Vertical)

1. Project Particulars of Working Capital Operations (Direct Credit Vertical)

1.1 Working Capital Arrangement with IDBI Bank (IDBI) and City Union Bank (CUB)

An MoU was signed between SIDBI and IDBI Bank Ltd and City Union Bank to use the banking infrastructure for extending working capital facilities to MSMEs by SIDBI. The main features of the arrangement are as below:

- i. Working Capital limit is sanctioned by SIDBI and entire credit risk is taken by SIDBI.
- ii. IDBI Bank and CUB, on recommendation of SIDBI, opens an overdraft account called Working Capital Transaction Account (WCTA) for the customer after completing all the formalities of account opening including necessary KYC documents.
- iii. Customer provides an irrevocable letter of authority to IDBI/CUB for carrying out various instructions of SIDBI for operation of the WCTA.
- iv. Instruction for setting up of operative limits/drawing power for each WCTA covered under the arrangement is communicated by SIDBI through an e-mail on the letter head duly signed by authorized signatory and through API in IDBI Bank and CUB respectively.
- v. SIDBI maintains a current account under the nomenclature SIDBI-Central Pool Account with IDBI / CUB hereinafter referred to as "CPA"
- vi. SIDBI uploads the outstanding balance and transaction file in its internal system as and when received from IDBI Bank or CUB.

1.2 Operations under Working Capital

- i. Back-end entry/modifications by Co-ordinating with DC Support.
- ii. Drawing Power (DP) setting - System approval & IDBI/CUB instruction
- iii. Interest/PI debit-system approval
- iv. Marking of debit freeze-system approval
- v. Recovery of credit by branch- instructions/vouching
- vi. Closure of accounts – checking balances in DFS & IDBI/CUB and recovery of interest for broken period- closure instruction to IDBI/CUB
- vii. Marking success of SBT module transactions after successful debit in WCTA
- viii. Funds management in Common Pool Account & vouching thereof
- ix. WC Data upload i.r.o arrangement with IDBI Bank.
- x. Auto flow of transactions from customer's WCTA to Direct Finance System (DFS) through API under CUB arrangement
- xi. Mapping of WC accounts/follow-up
- xii. CPA Reconciliation on daily basis – Both IDBI and CUB



- xiii. Virtual Account System (VAS) reconciliation – follow-up with IDBI & DC-Support
- xiv. Identification of system requirements-preparation of Requirement Request Form (RRF) & follow-up
- xv. Document Management

1.3. Objective and Scope of Concurrent Audit

The main objectives of the concurrent audit are as follows:

- i. Scrutinize of the proper execution of Drawing Power sheet.
- ii. Verification of debit/credit of interest/penal interest, other than interest debit and credit/refund instruction.
- iii. To check, debiting of monthly interest/penal interest is not left in any of the working capital account except NPA accounts.
- iv. To check, if any NPA WC account is upgraded in any month, whether interest for prior period, pending to be debited, have been recovered.
- v. To check the SL-GL mismatch of the asset codes (WC) on every month end.
- vi. Verification and scrutinisation of statement of CPA reconciliation – IDBI & CUB.
- vii. Reconciliation of customer wise outstanding at CUB with that at SIDBI.
- viii. To check whether DP in WCTA of IDBI and DP in DFS is same, subject to outstanding being less than or equal to the DP in DFS.
- ix. Whether all NPAs are marked debit freeze or not. In case, the NPA is not marked as debit freeze, whether approval for continuation of operations have been obtained from competent authority.
- x. Listing of accounts where DP is set based on stock & book debt statement older than 3 months.
- xi. Scrutinisation of closure of non-operational accounts
- xii. Any other areas on the above stated operations of the Bank which are vital, in nature.
- xiii. Verification of daily data upload in DFS and success marking of Service Based Transaction (SBT).
- xiv. Checking of 'Contra IDBI', 'Contra CUB' and 'Receipt pending for appropriation from WCTA' on month end. Balance at month end should be zero.
- xv. Listing of the account where limit is not valid, i.e. Limit is not renewed / temporary extension not obtained.
- xvi. Reconciliation of Fixed Deposit account (linked to CPA).
- xvii. Verification of fund request/remittance for/from CPA.
- xviii. Any violation of procedure is brought to light.
- xix. Feedback on regulatory compliances.
- xx. Reporting any irregularity in working capital which may result in financial or other loss to the Bank.
- xxi. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.



xxii. Review of Trial Balance and clearly mention the correctness / completeness of the related GL Codes, any GL-SL mismatch at monthly internal, adequacy of provision of outstanding liabilities at the end of each quarter end and certification of Trial Balance of DCV Operations.

xxiii.

Reports:

- The CA shall be accountable, on its part, for wrongly verifying any document or signing off disbursement notes or such other important documents based on which the Bank takes a decision.
- The firm/ LLP will have to submit the desired/ prescribed reports relating to DCV Operations.
 - a) The above reports with regard to DCV (Working Capital covering all day-to-day operations) should be submitted to the Head of the Vertical, DCV at Lucknow, both in soft and hard forms, within a week of the reporting period for which the report pertains. Daily reports should be released at the end of the day to The Chief General Manager, DCV at Lucknow, both in soft and hard form. The formats of the reports would have to be devised, wherever required, by the firm/ LLP in consultation with and approval of SIDBI.
 - b) Any other related reports as may be required by SIDBI from time to time

SIDBI will prescribe structured formats for the audit reports and also stipulate the time limits for submission of the reports. The audit formats would be reviewed periodically, as and when required. The firm/ LLP should strictly adhere to the format and the time limit. SIDBI may prescribe different periodicity for different reports of the operations.



Annexure – II

Scope of Work - Non – treasury operations of SA&NMV

Scope of work of the Concurrent auditor –

- i. Whether identified assets for sale conforms to the Bank's guidelines
- ii. Determination of Reserve Price of identified assets for sale is as per RBI guidelines
- iii. Process of sale- Assessment and Evaluation of Offers / Bids and Negotiations as per Bank's guidelines
- iv. Documentations for assignment of debt
- v. All the receipts have been properly accounted for/ appropriated as per Bank's accounting policy
- vi. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.
- vii. Review of Trial Balance and clearly mention the correctness / completeness of the related GL Codes, any GL-SL mismatch at monthly internal, adequacy of provision of outstanding liabilities at the end of each quarter end and certification of Trial Balance of SA&NMV Operations.

Reports:

- The CA shall be accountable, on its part, for wrongly verifying any document or signing off disbursement notes or such other important documents based on which the Bank takes a decision.
- The firm/ LLP will have to submit the desired/ prescribed reports relating to SA&NMV Operations.
- Any other related report as may be required by SIDBI from time to time.

The above reports with regard to SA&NMV Operations should be submitted to the head of the Vertical, SA&NMV at Lucknow, both in soft and hard forms, within a week of the reporting period for which the report pertains. Daily reports should be released at the end of the day to The Chief General Manager, SA&NMV at Lucknow, both in soft and hard form. The formats of the reports would have to be devised, wherever required, by the firm/ LLP in consultation with and approval of SIDBI.

SIDBI will prescribe structured formats for the audit reports and also stipulate the time limits for submission of the reports. The audit formats would be reviewed periodically, as and when required. The firm/ LLP should strictly adhere to the format and the time limit. SIDBI may prescribe different periodicity for different reports of the operations.

Associate Institutions Cell (AIC)**1. Project Particulars****1.1 Project Objective and Scope of Operations of Associate Institutions Cell (AIC):**

Functions / work dimensions in AIC include the following:

1. To report performance and effectiveness of Subsidiaries, Associates and Technical Consultancy Organizations (TCOs) to the Board of Directors as per calendar of review (being done annually, on or before 31st December, every year).
2. To submit annual accounts of Subsidiaries and Associates to Audit Committee of the Board for review of performance of the respective institutions.
3. To submit related party transactions for the FY gone by to the Audit Committee of the Board for its review.
4. Co-ordinate with 27 institutions which includes Subsidiaries / Associates / TCOs / other Institutions, where SIDBI has strategic investments for matters including :
 - a. RBI / Govt. approval
 - b. Memorandum to Board for share subscriptions
 - c. Nomination / review of appointment of directors and review of policy guidelines on such appointment on the Board of subsidiaries / associates/ TCOs / other institutions.
 - d. Consent for holding AGM / EoGM at shorter notice, decision of Bank on each of the agenda item of AGM / EoGM and deputing suitable officer to attend and represent the Bank at AGM / EoGM.
 - e. Examining and according operational / policy related approvals in subsidiaries / associate institutions.
 - f. Any other issue that needs attention and suitable action from SIDBI etc.
5. Appointment of Managing Director / Chairman in Subsidiaries / Associates / TCOs, wherever SIDBI has rights for such appointment.
6. Disinvestment of SIDBI's equity stake in TCOs and Factoring Companies and managing the entire process of divestment from the stage of issue of advertisement and release of Request for Proposal (RfP) for appointment of merchant bankers, acceptance of valuation, obtention of approval for reserve price from competent authority, receipt of bids, bids evaluation, conclusion of deal, transfer of shares, other related work, etc.
7. According approvals for the changes / modifications proposed in the MoA / AoA of Subsidiaries, Associates, TCOs and other Institutions.



8. Development and monitoring of software for nominee directors and ensuring on line submission of reports.
9. Accounting for the dividends / sitting fees (wherever applicable) received from subsidiaries, Associates, TCOs and other institutions.
10. Valuation of investments of AIC on quarterly basis and furnishing the same to TRMV for consolidation.
11. Working out mechanism for appraisal of standalone loan proposals of MUDRA by SIDBI in respect of Small Finance Banks and NBFCs.
12. Handling of RTI queries / complaints in respect of Subsidiaries, Associates, TCOs, Factoring Companies and other investee companies.
13. Co-ordination for reply to parliamentary questions relating to Subsidiaries, Associates and other investee institutions.
14. Co-ordination for dematerialization of securities in respect of Subsidiaries, Associates, TCOs, Factoring Companies held by AIC and securities in respect of other investee companies held by different Verticals of the Bank in physical form.

A. Objective of Concurrent Audit

The main objectives and work areas of the concurrent audit are as follows:

- a. Verifying whether the disinvestment process being taken up by AIC (i.e. from the stage of issue of advertisement, release of RfP for appointment of merchant bankers, acceptance of valuation, obtention of approval for reserve price from competent authority, receipt of bids and their evaluation, conclusion of deal, transfer of shares, other related work, etc.) in various Subsidiaries / Associates / Technical Consultancy Organisations (TCOs) / Factoring Companies (FCs) etc., is in line with the laid down procedures of the Bank.
- b. Scrutinizing for procedural compliance in respect of various approvals accorded by AIC with regard to:
 - i. Consent for holding AGM / EoGM at shorter notice
 - ii. conveying decision of Bank on each of the agenda item of AGM / EoGM and deputing suitable officer to attend and represent SIDBI at AGM / EoGM
 - iii. operational / policy related matters in Subsidiaries / Associate Institutions



- iv. appointment of Managing Director / Chairman in Subsidiaries / Associates / TCOs, wherever SIDBI has rights for such appointment.
- v. changes / modifications proposed in the MoA / AoA of Subsidiaries, Associates, TCOs and other Institutions.
- c. Verifying accounting for the dividends / sitting fees (wherever applicable) received from Subsidiaries, Associates, TCOs and other institutions.
- d. Verifying valuation of investments pertaining to AIC on quarterly basis (for onward submission to TRMV for consolidation).
- e. Verify prompt and timely response to the RTI queries / complaints and Parliamentary Questions in respect of Subsidiaries, Associates, TCOs, FCs and other investee companies.
- f. To follow up with authorities to ensure timely dematerialization of securities held by AIC in Subsidiaries, Associates, TCOs, Factoring Companies and securities in respect of other investee companies held by different Verticals of the Bank in physical form.
- g. Ensuring compliance of laid down systems, procedures and policies.

B. Scope

- a. Whether the transactions or decisions (for eg. appointment of Nominee Directors on the Boards of various institutions / appointment of MD & CEO wherever applicable, process for divestment of SIDBI's stake in various institutions etc.) are within the policy parameters laid down by the Head Office / Board of SIDBI.
- b. No violation of the instructions or policy prescriptions of the Procurement guidelines of the Bank / other regulators viz. RBI, GoI etc.
- c. Whether the transactions related to investments held by the Bank in the Subsidiaries / Associate Institutions etc., are properly accounted for and the outstanding balances are matching with the corresponding Trial Balance figures.
- d. Whether the funds received (i.e. Dividend / Sitting Fees etc.) from the concerned institutions are properly accounted for.
- e. Review of Trial Balance and clearly mention the correctness / completeness of the related GL Codes, any GL-SL mismatch at monthly internal, adequacy of provision of outstanding liabilities at the end of each quarter end and certification of Trial Balance of AIC Operations.

The CA shall be accountable, on its part, for wrongly verifying any document or signing off disbursement notes or such other important documents based on which the Bank takes a decision.

**Annexure- IV****Volume of work****A. DCV, Lucknow****Average No of transactions to be checked:**

1	Scrutinize of the proper execution of Drawing Power sheet.	Monthly (around 100 transactions)
2	Verification of debit/credit of interest/penal interest, other than interest debit and credit/refund instruction.	Monthly (around 1000 transactions)
3	To check, debiting of monthly interest/penal interest is not left in any of the working capital account except NPA accounts.	Monthly (around 1000 transactions)
4	To check, if any NPA WC account is upgraded in any month, whether interest for prior period, pending to be debited, have been recovered.	Monthly (around 10 transactions)
5	To check the SL-GL mismatch of the asset codes (WC) on every month end.	Monthly exercise
6	Verification and scrutinisation of statement of CPA reconciliation – IDBI & CUB.	Daily exercise
7	Reconciliation of customer wise outstanding at CUB with that at SIDBI.	Daily exercise
8	To check whether DP in WCTA of IDBI and DP in DFS is same, subject to outstanding being less than or equal to the DP in DFS.	Weekly exercise
9	Whether all NPAs are marked debit freeze or not. In case, the NPA is not marked as debit freeze, whether approval for continuation of operations have been obtained from competent authority	On regular basis
10	Listing of accounts where DP is set based on stock & book debt statement older than 3 months.	Need based
11	Scrutinisation of closure of non-operational accounts	Need based
12	Any other areas on the above stated operations of the Bank which are vital, in nature.	Need based
13	Verification of daily data upload in DFS and success marking of SBT transaction.	Daily basis
14	Checking of 'Contra IDBI', 'Contra CUB' and 'Receipt pending for appropriation from WCTA' on month end. Balance at month end should be zero	Monthly basis
15	Listing of the account where limit is not valid, i.e. Limit is not renewed / temporary extension not obtained	Need based
16	Reconciliation of Fixed Deposit account (linked to CPA)	Weekly basis
17	Verification of fund request/remittance for/from CPA	Daily basis
18	Any violation of procedure is brought to light	Need based
19	Feedback on regulatory compliances	--
20	Reporting any irregularity in working which may result in financial or other loss to the Bank	--



B. SA& NM Vertical, Lucknow

Average no. of transactions to be checked on daily basis – Not applicable.

In a financial year, the exercise for sale of asset is generally carried out 2-3 times (max. 3 times) and the sale of assets are either on cash or cash-cum SR basis. The number of transaction with regards to cash component would be the same as the number of sale of assets in an FY. In case of SR components, the ARC's submit quarterly disclosure report on redemption of SRs investment i.e. 4 quarterly disclosure in an FY and transaction would take place only in case of redemption of SRs.

C. AIC, Lucknow

Average number of transactions to be checked

The day to day functions of AIC / daily transactions of AIC does not generally have financial implications (except in respect of transactions related to investments / divestments / receipt of funds towards dividend / sitting fees etc.). Major functions of AIC being operational in nature without having any financial implications, the concurrent audit may be taken up on quarterly basis.

Accordingly, the selected firm / company of Chartered Accountant would undertake the concurrent audit of the functions of AIC **on quarterly basis** and based on their findings, suggest measures to improve the functioning of operations of AIC. Concurrent Auditor may suggest further improvement / automation, if any, in the system for smooth functioning of the Vertical.



10. Technical Evaluation Procedure of the applicants:

The technical capabilities of the applicants with regard to audit of the operations of Direct Credit Vertical (DCV), Non-Treasury Investment Transactions of Stressed Assets & NPA Management Vertical (SA&NMV) and Associate Institutions Cell (AIC), SIDBI, Lucknow, would be evaluated based on the following criteria and weightage:

10.1 Technical Evaluation Criteria for Operations pertaining to DCV, Non-Treasury Investment of SA&NMV and AIC, SIDBI, Lucknow.

10.2 Pre-Requisite for Applying

The Applicant should:

- *Furnish proof of Valid registration/ Certificate of Practice from the Institute of Chartered Accountants of India (ICAI).*
- *Be a Partnership firm of Chartered Accountants with minimum 3 partners of which at least 2 partners should be FCA(s). At least one partner should have a continuous association with the firm of a minimum of 5 years and another partner should have a continuous association with the firm of a minimum of 3 years. The details of each partner including experience, qualification etc., and their Registration Number with Institute of Chartered Accountants of India (ICAI) to be furnished as documentary proof.*
- *Has Minimum five years of previous track record of carrying out concurrent audits in other Financial Institutions / Public / private Sector Banks" (with documentary proof).*
- *CA firm has its HO or Branch office at Lucknow.*

Without compliance of the above pre-requisites, the applicant will not be eligible for applying.



10.3 Technical Evaluation Criteria for Concurrent Audit of Operations pertaining to DCV, non-treasury investment transactions of SA&NMV and AIC. (Rating Criteria)

Rating Chart

Sl. No.	Criteria	Maximum Marks (Weightage)
i	<ul style="list-style-type: none"> • Year of establishment of Chartered Accountant firm/ Limited Liability Partnership (LLP) of Chartered Accountants. <ul style="list-style-type: none"> ➤ Upto 5 years -10 Marks ➤ 5 to 10 years - 12 Marks ➤ 10 to 15 years - 15 Marks ➤ More than 15 years - 20 Marks 	20
ii.	<ul style="list-style-type: none"> • Firms/ Liability Partnership (LLP) of Chartered Accountants with minimum 3 partners of whom at least two should be FCA. At least one partner should have a continuous association with the firm of a minimum of 5 years and another partner should have a continuous association with the firm of a minimum of 3 years. - (20 Marks) • In addition to the above, firm having a retired commercial banker as Partner / Employee. (With Documentary proof) <ul style="list-style-type: none"> ➤ (One Banker - 6 marks) ➤ (Two Bankers - 8 marks) ➤ (Three or more Bankers - 10 marks) • 1.5 marks to be awarded for each additional partner (over and above 3 partners) of the firm and 01 mark for full time CA employee who has been with the CA firm for atleast 1 year (cutoff date 31.10.2019)(Maximum marks - 10) 	40
iii	<ul style="list-style-type: none"> • Minimum three years of previous track record of carrying out concurrent audits in other Financial Institutions / Public/Private Sector Banks mainly in the area of credit dispensation under Direct Credit and other day to day operations of the Financial Institution / bank (with documentary proof).- 15 Marks • In addition to the above, firm having previous track record in the area of credit dispensation under MSME –Additional 5 marks. 	20
iv.	<p>Whether the firm/ LLP empanelled with RBI as</p> <ul style="list-style-type: none"> • Statutory Central Auditor – 10 Marks • Statutory Branch Auditor (Category I) – 7 Marks • Statutory Branch Auditor (Category-II) – 5 Marks 	10
v.	<p>Availability of suitable infrastructural facilities including office set up, adequate manpower at either Head Office or full-fledged Branch Offices at Lucknow.</p> <ul style="list-style-type: none"> • Branch (at Lucknow) – 5 marks • Head Office (at Lucknow) – 10 marks 	10
	Maximum technical score	100



Appendix

10.4 Information to be provided for Technical Evaluation etc.

(a) Chartered Accountant Firm/ LLP Details:

Sl.No	Requirements	Remarks																														
1	Name of the Chartered Accountant Firm/ LLP with year of establishment.																															
2	Registration Number / Certificate of Practice from the Institute of Chartered Accountants of India (furnish documentary proof, Registration should be valid).																															
3	Knowledge and experience in carrying out Concurrent audit in other Financial Institutions/ Public/ Private Sector Banks.																															
4	Details of every partner including experience, qualification etc. and their Registration number with CA Institute (furnish a detailed list of all the partners) <table border="1" data-bbox="240 877 1219 1098"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Partner</th> <th>Age as on 01.11.2019</th> <th>Education Qualification</th> <th>Experience</th> <th>Period of Association with the firm</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Name of the Partner	Age as on 01.11.2019	Education Qualification	Experience	Period of Association with the firm																									
Sl. No.	Name of the Partner	Age as on 01.11.2019	Education Qualification	Experience	Period of Association with the firm																											
5	Minimum three years of previous track record of carrying out concurrent audits mainly in the area of Working Capital Credit and NPA Management other Financial Institutions / Public / private Sector Banks (furnish documentary proof)																															
6	Whether the firm/LLP empanelled with RBI (furnish documentary proof).																															
7	Availability of suitable infrastructural facilities including office set up, adequate manpower who are specialized in the above mentioned area of audit Competence and qualification of key professional staff who shall carry out the assignment in a time bound manner. Particulars about the firm including details of partners, their qualifications and experience may also be furnished. (Furnish a detailed list of all the skilled / semi skilled employees / staff).																															
8	Whether the audit firm/ LLP or any sister / associate concern is conducting the statutory audit of SIDBI or Concurrent Audit in any of SIDBI branches/HO Verticals.																															

Note: All the relevant details & documentary evidence, etc. are to be furnished. The above is only a format. Information may be submitted in additional sheet(s) as may be required.



- i. **The following declaration/ undertaking shall be furnished by the firm:**
- a) The firm/ LLP shall agree to execute undertaking of fidelity and secrecy on its letter head in the format prescribed by the Bank, if the contract assigned
 - b) That the information submitted is complete in all respect and true to the best of our knowledge.
 - c) 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.
 - d) The firm / LLP must submit an undertaking that the firm / LLP does not have any professional relationship with any of the borrowers of SIDBI nor will it in future accept professional relationship with any of the borrowers of SIDBI during the period during which the firm / LLP acts as the concurrent auditor for SIDBI.
 - e) Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.

Note: Formats for the above are given in later pages.



a) Details of concurrent audit

Sr. No.	Name of the Bank/FIs	Branch/HO	Year of Audit/ Period (From - To) [Data required for the last 10 years of your firm]

b) Details of Statutory Central Audits (SCA)/ Statutory Bank Auditor (SCB) of various Banks

Sr. No.	Name of the Bank/FIs	Branch/HO	Specify SCA/ SCB (Category I/II)	Year of Audit/ Period (From - To) [Data required for the last 10 years of your firm]



Declarations:

All the applicants should submit their bid along with the following declarations and undertaking

(i) Declaration to be furnished in the letter head of the firm/ LLP.

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:
Signatory

Authorised


(ii) Declaration of Eligibility

I/ We _____ Chartered Accountants hereby declare that I/ We comply with the eligibility conditions specified, established under the Chartered Accountants Act, 1949, and I/ We declare that:

None of the Partners of the firm do not have any disciplinary proceeding under the Chartered Accountants Act, 1949 pending against them or any disciplinary action under the Chartered Accountants Act, 1949/ penal action under any other law taken/ pending against him/ her.

Credit facilities availed by the firm or partners or firms in which 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.

The firm does not have any professional relationship with any of the borrowers of SIDBI nor will it in future accept professional relationship with any of the borrowers of SIDBI during the period during which the firm acts as the concurrent auditor for SIDBI.

It is further confirmed that the firm is not the Statutory Auditor of Small Industries Development Bank of India (SIDBI).

None of the Partner of the firm hold any shares or other securities (including options or futures) in Small Industries Development Bank of India (SIDBI).

Our Firm has conducted / has not conducted concurrent audit of _____ (BO) / _____ (HO Vertical) /any other office of SIDBI during the period _____. (Furnish information from 01.11.2014)

Our Firm will continue to satisfy the eligibility norm for appointment of Chartered Accountants as Concurrent Auditors as prescribed by the Bank from time to time.

I/ We understand that any breach of the provisions regarding eligibility shall be considered as gross negligence and may result in appropriate action under the Chartered Accountants Act, 1949.

For _____
Chartered Accountants

Place: _____

Date: _____

Partner