



**The Yavatmal District Central Co. Op. Bank Ltd.
Yavatmal.**

E - T E N D E R D O C U M E N T
Request for Proposal (RFP)

of

**Revenue & Concurrent
Audit**

For

FY:-2024-25

(3rd Call)

IMPORTANT DETAILS

The Yavatmal District Central Co.Op. Bank Ltd invites online tenders in two-bid format from vendors for Revenue & Concurrent Audit

| Sr.No. | Particulars | Details |
|--------|--|---|
| 1 | Project Name | Tender for Revenue & Concurrent Audit for FY:-2024-25 (3rd Call) |
| 2 | Tender Inviting Bank | The Yavatmal District Central Co-Op Bank Ltd., Yavatmal |
| 3 | RFP Reference No. | E-Tender Ref: 1136 Dated:24/07/2024. |
| 4 | Availability of RFP Documents | Tender documents will be available on https://mahatenders.gov.in/nicgep/app eProcurement portal. |
| 5 | Tender Cost | INR 5,000/- (INR - Five Thousand Only) *To be paid on https://mahatenders.gov.in/nicgep/app eProcurement portal. |
| 6 | Date of Issuance of RFP | 25/07/2024 to 05/08/2024 (Office Hours) |
| 7 | EMD | INR 5,000/- (INR Five Thousand Only) *To be paid on https://mahatenders.gov.in/nicgep/app eProcurement portal. |
| 8 | Last Date for Submission of Pre-Bid Queries | 03/08/2024 (By Email - inspection_section@ydcbank.org) |
| 9 | Last Date and Time for Bid submission (on or before) | 05/08/2024 up to 05:00 PM |
| 10 | Mode of Submission of RFP | Online on https://mahatenders.gov.in/nicgep/app eProcurement portal. |
| 11 | Technical & Commercial Bid Opening (Date & Time) | As per E- tender. |
| 12 | Bid validity period | 90 days from the last date and time of submission |
| 13 | Communication Address | All communications, including proposal documents should be addressed to: The Chief Executive Officer, The Yavatmal District Central Co-Op Bank Ltd, Head Office, Near City Police Station, Paach Kandil Square, Yavatmal- 445 001 TEL No: 07232-244506/244183/7588042693 Email : ceo@ydcbank.org |

The bank reserves the rights to reject any or all the tenders or call off the entire tender process without providing any specific reason for the same.

Address for Communication:

Chief Executive Officer,
The Yavatmal District Central Co-Op Bank Ltd,
Paanch Kandil Chowk, Near City Police Station, Yavatmal-4450 001

Instructions to Audit firm

The Audit firm has to conduct comprehensive Revenue & Concurrent Audit for the financial year 2024-25. The scope of audit will be Branch Environment Audit. The Audit firm has to assist the bank for the preparation of IT Policy.

Qualification Criteria

| Sr.No. | Criteria | Documentary Evidence |
|--------|---|---|
| 1 | Number of Partners as per ICAI Constituion Certificate as on 01.04.2024. (attach copy of firm constitution certificate as on 01.04.2024 & latest partnership deed of the firm). | Minimum 2 Partners Agreement will be signed with partner having 50% stake in partnership |
| 2 | Experience of Working as Concurrent Auditor of District Central Co-operative Bank in Maharashtra (Min. 50 Branches every year) | Min. 3 Years |
| 3 | Average Annual Turnover for F.Y. 2021-22, F.Y. 2022-23 & F.Y. 2023-24 | 25.00 Lakhs |
| 4 | Standing of the Firm as on 01.04.2024 | 5 Years |
| 5 | Firm should be empaneled with Department of Co-operation, Marketing & Textiles, Maharashtra | Required |
| 6 | Firm should have at least one partner who has Completed Certificate course on Concurrent Audit of Banks & DISA, conducted by ICAI | Certificate of Course |
| 7 | Firm should have its Registered Head Office in Vidarbha Region of Maharashtra State | Address Proof Register Office |

Firm should attach all the required documents for confirmation regarding fulfillment of Minimum Qualification Requirements. Also firm should attach all other relevant documents.

Concurrent & Revenue Audit is required to be done and Reports are required to be submitted on Half Yearly Basis (i.e. for Half Year ended 30th September & 31st March), within 30 days of Closure of half year.

Note: The Bank reserves the right to relax or enhance the eligibility criteria depending on merits and may accept / reject any or all of the offers without assigning any reason whatsoever.

Format for Proposal

The proposal must be made in an organized, structured and in neat manner.

The suggested format for submission of offer is as follows:

- Index
- Covering letter
- Compliance with the Qualification Criteria
- Details of Track Record (Customer details)
- Scope of audit in common parlance
- Profile of partners and CA staff

Terms and Conditions

Terms and conditions for Audit firm who participate in the tender are specified in the annexure 1. These terms and conditions will be binding on all the Audit firm. These terms and conditions will also a part of audit assignment, to be issued to the successful Audit firm (s) as the outcome of the tender process.

Non-transferable Tender

This tender document is not transferable. Only the Audit firm, who has purchased this tender document, is entitled to quote.

The incomplete proposal or the proposals which do not meet the prerequisite criteria shall be rejected.

No Commitment to Accept Lowest or Any Proposal

The Yavatmal District Central Co. Op. Bank Ltd shall be under no obligation to accept the lowest or any other proposal received in response to this notice and shall be entitled to reject any or all proposals including those received late or incomplete offers without assigning any reason whatsoever. The Yavatmal District Central Co. Op. Bank Ltd. reserves the right to make any changes in the terms and conditions of Audit. The Yavatmal District Central Co. Op. Bank Ltd. will not be obliged to meet and have discussions with any Audit firm, and or to listen to any representations.

Location of Audit

This tender is being floated by the Head office of The Yavatmal District Central Co. Op. Bank Ltd. The vendor has to carry out by physical verification at all the 94 Branches and Head Office.

Annexure 1

Terms of Conditions of the Assignment of Audit:

Bank Reserves Right to assign additional scope of audit work based on need and emergency of matter.

Commercial Terms :

1. Any Govt. Levies and applicable G.S.T. need to specify separately.
2. The Audit firms have to submit their proposal inclusive of traveling & conveyance. No any additional cost will be given for travelling, conveyance etc.
3. Bank will not pay any advance.
4. 50% payment will be given on the completion & Submission of Half Yearly audit report at H.O. and Rest of 50% amount will be paid after receiving the final audit report.
5. The audit has to provide reasonable assurance.
6. The auditor will be required to submit detailed audit plan within 15 days from receipt of audit allotment and acceptance letter.
7. Delay in submission of audit report will be considered as non completion of audit.
8. Bidders may visit Head Office within banking hours and obtain information as required for submission of bid. Bidders will not be allowed revise bid latter on.