APCOB

INVITATION FOR SUBMISSION OF QUOTATION FOR
CONDUCTING MANAGEMENT AUDIT OF THE BANK FOR F.Y.2026-27

Applications are invited from eligible Chartered Accountant (CA) Firms for conducting Management Audit of "The Andhra Pradesh State Co-operative Bank Limited" (APCOB) for the Financial Year 2026-27.

Schedule of Events:

- Opening date for receipt of applications – 21.08.2026
- Last date for receipt of applications – 27.08.2026

I. Job Profile:

To conduct Management Audit of The Andhra Pradesh State Co-operative Bank Limited (APCOB) for the F.Y.2026-27.

II. Eligibility Criteria:

a. The audit firm shall have been enrolled/registered with Institute of Chartered Accountants of India (ICAI).
b. The audit firms falling under category I, II & III.
c. Audit firms having experience in bank audit for 05 years and more.
d. The audit firm name shall appear in the Diploma in Information System Audit (DISA) qualified list of CAs provided by ICAI.
e. The factors like number of FCA/ ACA available with the firm, year of establishment, number of years of experience in the bank audit etc. will play crucial role in selection of the firm.
f. Audit to be conducted as per the extant guidelines of NABARD/ RBI.

III. Procedure for Empanelment:

The selection of chartered accountant firm as Management auditor of the Bank is completely based on the soundness and experience of the CAs and Professional Staff available and price quoted by the firm. The bank reserves the right to finalize the CA firm and appoint as Management Auditor of the Bank for the F.Y.2026-27.

IV. Application Guidelines:

a. Chartered Accountant firms can apply from 21.08.2026 to 27.08.2026 in the application proforma prescribed by the Bank, the hard copy of quotations should reach the Bank on or before 27.08.2026.

b. Incomplete applications and / or applications without aforesaid documents will be rejected without assigning any reason thereof.
c. Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Vijayawada.
d. Further, it is requested to ***submit the sealed quotation (Financial bid)*** along with the duly filled-in application to the Head office of the Bank within the prescribed time limit in hard copy.
e. The address in the sealed quotation should be detailed below:

    To
    The General Manager
    Internal Audit Department (IAD),
    The A P State Co-operative Bank Ltd.,
    Head Office, Governorpet,
    Vijayawada – 520002.

V. Disclaimer:

In case it is detected at any stage that the firm does not fulfil the eligibility norms and it has furnished any incorrect / false information or suppressed any material fact(s), the application will stand cancelled. If any of these shortcomings is / are detected even after appointment, their services are liable to be terminated. Decision of APCOB in all matters regarding eligibility and selection would be final and binding on all applications/ firms. No further representation or correspondence will be entertained by APCOB in this regard.

Encl:

- APCOB 18 Branches and Head Office Details - (Annexure-I)
- Application Format- (Annexure-II)
- Quotation Format - (Annexure III)
- Scope of Work

Annexure-I

Address of Bank Head Office and Branches

S.No.	Branch Name	Address
1.	Head Office	NTR Sahakara Bhavan, #27-29-28, Governorpet, Near HELP Hospital, Vijayawada-5200002
2.	Tirupathi	Plot No.21, RC Road, Tirupathi 517501
3.	Governorpet	Door No. 29-2-50 & 29-2-50/1, Rama mandiram Street, Near Old Andhra Hospital, Governorpet, Vijayawada-520002.
4.	Barkatpura	NTR Sahakara Bhavan, #27-29-28, Governorpet, Near HELP Hospital, Vijayawada-5200002
5.	Brundavan Gardens	Door No:1-2-55, JKC College Road, Opp.KLP School, JKC Nagar, Guntur Dist.522006
6.	Gannavaram	Door No:9-121, RoyNagar, Gannavaram, Krishna Dist.521101
7.	K R Market	Door No:9-3-3, Brahmin Veedhi , Kothapet, Vijayawad-520013
8.	Ramavarappadu	Door No:6121, SER Centre, Prasadampadu, Ramavarappadu Post, Vijayawada-521108
9.	Gollapudi	Door no:23-3, Sai puram Colony, Gollapudi, Vijayawada rural, krishna dist-521225
10.	Venugopala Nagar	Door No.26-46-38, Venugopala Nagar,NGO Colony, Guntur, Guntur Dist- 522004
11.	Rayapudi	Dno.3-34, Adjacent to Rayapudi PACS, Amaravathi Road, Rayapudi Village, Rayapudi PO, Tulluru Mandal, Guntur Dist- 522237
12.	Kanuru	Sai Plaza Door No.11-46/1, Opp.Pinnamaneni Teachers Colonny , Near Pantakaluva, Kanuru Main Road, Vijayawada-520007, Krishna Dist.
13.	Currency Nagar	H.No.48-19-5/1, Sri Rama Chandra Nagar Road, Bank Colony, Currency Nagar, Vijayawada, Krishna District-520008
14.	Mangalagiri	#7-551, VRK Towers, Gowtham Buddha Road, Mangalagiri, Guntur Dist.522503
15.	Moghalrajpuram	H.No.48-19-5/1, Sri Rama Chandra Nagar Road, Bank Colony, Currency Nagar, Vijayawada, Krishna District-520008

16.	Chenchupet	Chenchupet, Tenali Municipality,1st ward, 1st block, TS No:146/4C, Plot NO MIG A-82, Chenchupet, Tenali, Guntur District - 522202
17.	At Agraharam	D.No 26-19-122/A, Nitya Nivas, Main Road, A.T. Agraharam, Guntur, Guntur District - 522 004
18.	Hanuman Junction	D.No.18-194, Kethineedi Complex, Near Railway Flyover, Nuziveedu Road, Bapulapadu, Hanuman Junction, Krishna Dist. -521105
19.	Challapalli	D.No.#14-3, Big Apple Complex, Besides police station, Challapalli-521126, Krisnna District
20.	CTI	Sahakara Bhavan, #3-4-447&448, Barkatpura, Hyderabad

Annexure-II

Particulars of the Firm:

S.No.	Particulars	
1	Name of the Firm	
2	a. Unique Code Number (UCN) b. Firm Registration Number with ICAI	
3	Names of the Partners of the Firm with Age	
4	Date of Certificate of Practice of each partner	
5	Contact Details: • Name of the Person-In-Charge • Contact Number • Address of the firm • Mail id of the firm	
6	If the firm is having branches at other places, give the details of: • Branch address • Contact person • Contact number	
7	Year of Establishment of the Firm	
8	No. of Full Time Partners (FTPs) associated with the firm for a period of atleast three (3) years	
9	Out of total FTPs, number of Fellow Chartered Accountant (FCA) Partners associated with the firm for a period of atleast three (3) years	
10	Number of paid CAs in the Firm	
11	Number of CAs with DISA Qualification in the Firm (Partners and Paid CAs)	
11	Experience in Audit of Banks • No. of years as Management Auditor • No. of years as Statutory Central Auditor	
12	No. of Professional Staff in the Firm	
13	Whether the firm is also providing Income Tax and GST services	Income Tax: Yes / No GST : Yes / No

Additional Information:

a. Copy of Constitution Certificate.

b. Whether the firm is a member of any network of audit firms or any partner of the firm is a partner in any other audit firm? If yes, details thereof.
c. Whether the firm has been appointed as Management Auditor by any other Co-operative Bank/ Commercial Bank/ Firms in the present financial year? If yes, details thereof.
d. Whether the firm has been appointed as Statutory Auditor by any other Co-operative Bank/ Commercial Bank/ Firms in the present financial year? If yes, details thereof.
e. Whether the firm has been appointed as Concurrent Auditor by any other Co-operative Bank/ Commercial Bank/ Firms in the present financial year? If yes, details thereof
f. Whether the firm has been debarred from taking up audit assignments by any regulator/Government agency? If yes, details thereof.
g. Details of disciplinary proceedings etc. against firm by any Financial Regulator/ Government agency during last three years, both closed and pending.

Declaration:

The firm complies with all eligibility norms prescribed above. It is certified that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm/ company in which I am/ they are partners/ directors have been declared as wilful defaulter by any bank/financial institution.

It is confirmed that the information provided above is true and correct.

Signature of the Partner
(Name of the partner with Membership Number)
Date:

//On the letter Head of the Audit firm//

ANNEXURE-III

QUOTATION FOR CONDUCTING MANAGEMENT AUDIT OF APCOB FOR THE FY 2026-27

To
The General Manager
Internal Audit Department (IAD)
The A P State Co-operative Bank Ltd.,
Head Office, Governorpet,
Vijayawada – 520002.

Sir/Madam,

Sub: Name of the Audit Firm – Submission of Quotation for conducting Management audit of APCOB for the FY 2026-27 – Reg.

***

We herewith submit the Quotation for conducting Management audit of APCOB for the FY 2026-27.

Particulars	**Quote by ___________ (Name of the Audit Firm)**		
	Amount	**GST**	**Total (including GST)**
Management Audit of the Bank			

I/We further declare that the quoted amount submitted by me/us is the final amount (incl of Taxes). In case of any deviation is found, the Bank may take necessary action, including Blacklisting of the firms/members, as it may deem fit.

Signature of the Authorized Official/Partner
(Name of the Authorized Official/Partner)

Date:

Draft Scope for Conducting Management Audit

The Management Audit will be conducted in accordance with the guidelines issued by the Reserve Bank of India (RBI), National Bank for Agriculture and Rural Development (NABARD), and the respective APCS Act. The primary objective is to assess the efficiency, effectiveness, and adequacy of the Bank's governance, management practices, internal control systems, risk management frameworks, regulatory compliance, and alignment with its strategic objectives.

1. Introduction

- Management Audit is an essential tool that is used to determine the efficiency, functions, accomplishments and achievements of the Bank. The examination is done on the organization's structure, departments, plans, policies and methods relating to process, operation and controls including human resources.
- It reviews the system, accountability, procedure, quality of generated data, quality of personal etc

2. Methodology

The audit will adopt a structured and systematic approach, including:

- Review of internal documents: policies, procedures, operational manuals, Delegation of Powers (DoP).
- Examination of financial records, internal audit reports, compliance records, and MIS data.
- Interviews and discussions with key stakeholders including Board members, senior management, department heads, and branch officials.
- Field visits and process walkthroughs at selected branches/units.
- Benchmarking against regulatory expectations, best industry practices, and peer cooperative banks.
- Risk-based assessment and gap analysis in functional and strategic areas.

3. Scope of the Audit:

A. Governance and Board Oversight

i. To Evaluate the governance structure, roles, and responsibilities of the Board of Directors, committees (Audit, Risk, etc.), and senior management.
ii. To Review compliance with the Banking Regulation Act, 1949 (AACS), Cooperative Societies Act, and RBI/NABARD circulars.
iii. To Examine transparency, accountability, management of conflict of interest, and adherence to ethical standards.
iv. To Assess effectiveness of Delegation of Powers (DoP) and alignment with organizational objectives
v. Compliance with corporate governance norms (e.g., RBI or Basel norms).
vi. Efficiency of the persons involved in various Committees to benefit the bank w.r.t decision making, reviewing the performance of the bank etc.,
vii. Whether the organization is working towards its objectives and these objectives are reflected in its performance properly.

B. Strategic Planning & Policy Framework

i. To Review the Bank's mission, vision, and alignment with long-term strategic goals.
ii. Quality and implementation of policies (credit, investment, risk). Verify the policies and procedures that bank follows to check whether there are any deficiencies in the procedures followed by the Bank and suggesting necessary improvements that bank may adopt.
iii. To Assess business development strategies: deposit mobilization, credit expansion, diversification, and financial inclusion initiatives.
iv. Monitoring and control mechanisms.

C. Risk Management

i. To review the bank's effectiveness in identification, assessment, and mitigation of risks (credit, market, operational, liquidity).
ii. To Assess the implementation and effectiveness of the Integrated Risk Management System, including credit, market, and operational risk.
iii. To Verify compliance with Asset-Liability Management (ALM) guidelines and adequacy of stress testing practices.
iv. To Review measures for fraud risk management, internal vigilance, and risk mitigation controls.
v. To Evaluate insurance coverage and risk transfer strategies.
vi. Internal risk management framework and its effectiveness.
vii. Adherence to regulatory guidelines (e.g., RBI Risk-Based Supervision).

D. Credit and Recovery Management

i. Credit appraisal processes i.e to Review credit policy, loan sanctioning process, credit appraisal, documentation, and post-disbursement monitoring.
ii. To Assess the quality of the loan portfolio, sectoral exposure, and adherence to IRAC norms
iii. To Evaluate effectiveness of recovery mechanisms, including legal remedies under SARFAESI, cooperative recovery acts, and write-off policies.
iv. To Evaluate effectiveness of recovery mechanisms, including legal remedies under SARFAESI, cooperative recovery acts, and write-off policies.
v. To Analyze the bank's approach to NPA management, restructuring, and compromise settlements and provisioning mechanism.

E. **Financial Management**

i. To Review financial performance in terms of profitability, liquidity, solvency, capital adequacy (CRAR), and financial health.
ii. To Evaluate budgeting, forecasting, cost control, and financial reporting systems.
iii. To Verify compliance with SLR, CRR, and prudential exposure norms.
iv. To Assess policies on investment, fund management, dividend distribution, provisioning, and write-offs.

F. Human Resource and Staff Management

i. To Review HR policies related to recruitment, training, promotions, transfers, and succession planning.
ii. To Assess employee productivity, morale, performance appraisal, and skill development programs.
iii. To Evaluate compliance with staff accountability guidelines, vigilance mechanisms, and disciplinary procedures.
iv. Verify human resources and physical facilities are utilized effectively.
v. Efficiency of employees to benefit the bank.
vi. Efficiency of the management in assessing the performance of the employee and technical skills of the employee.
vii. Capacity building and trainings to employees.
viii. Transparency in recruitment and promotion process.

G. Operational Efficiency

i. Branch operations and customer service quality.
ii. Use of technology and automation (e.g., core banking systems).
iii. Cost control and operational budgeting.

H. Internal Control and systems

i. To Assess the effectiveness of Internal Audit, Concurrent Audit, Statutory Audit, and system audit mechanisms.
ii. To Review the audit scope, frequency, independence, and quality of internal audit function and follow-up on audit observations.
iii. To Examine systems for identifying, reporting, and mitigating operational and compliance irregularities.

I. Compliance and Legal Framework

i. To Verify compliance with applicable RBI, NABARD, and Registrar of Cooperative Societies guidelines and directives.
ii. To Review the status and accuracy of statutory returns, regulatory reporting, and adherence to filing timelines.
iii. To Examine compliance with KYC, AML, CFT, and other customer due diligence norms.
iv. To Evaluate effectiveness of compliance monitoring systems, legal risk management, and regulatory coordination.

J. Information Technology and Digital Banking

i. To Evaluate the IT infrastructure, Core Banking System (CBS) operations, and integration across branches and policy implementation.
ii. To Review cybersecurity frameworks, data protection protocols, disaster recovery, and business continuity preparedness.
iii. To Examine progress in digital initiatives such as mobile banking, UPI, AEPS, NEFT/RTGS, and interoperability.
iv. To Assess IT governance, vendor management, and compliance with RBI's cyber security circulars.
v. Adopting latest technologies, that will benefit the bank if any by bank.

K. Customer Service and Member Relations

i. To Assess customer service quality, grievance redressal mechanisms, and adherence to the Fair Practices Code.
ii. To Review initiatives promoting financial literacy, and customer satisfaction.
iii. To Examine systems for member admission, share capital mobilization, voting rights, and democratic functioning in line with cooperative principles.
iv. Innovation in products and delivery channels.

L. Overall Performance and Sustainability

i. To Conduct a SWOT analysis of the Bank's management practices and business operations.
ii. To Assess long-term sustainability, competitiveness, and resilience in the face of evolving market and regulatory challenges.
iii. To Provide actionable recommendations for improvement in governance, strategic focus, risk management, and operational efficiency.

4. Reporting and Follow-up

- Prepare a comprehensive Management Audit Report covering findings, gaps, strengths, and actionable recommendations.
- Present the report to the Board of Directors and senior management, facilitating informed decision-making.
- Provide guidance for implementing corrective actions, strengthening governance structures, improving internal controls, and monitoring progress.

5. Outcome of the Audit

- Enhanced governance and accountability.
- Improved risk management and compliance culture.
- Strengthened financial and operational sustainability.
- Strategic alignment with regulatory expectations and stakeholder needs.