

# **TENDER DOCUMENT**

**FOR**

## **Concurrent Audit in Uttar Pradesh Cooperative Bank Limited (UPCB)**



उत्तर प्रदेश कोआपरेटिव बैंक लि०  
मुख्यालय : 2, महात्मा गांधी मार्ग, लखनऊ-226 001

**Tender Document No: UPCB/CA/2018-19/01**

## Section – 1

### **U.P. Cooperative Bank Limited,**

**Head Office:2 Mahatma Gandhi Marg, Lucknow-226001**

**The details of the tender and schedule of events are given below:**

<b>Tender Document Reference No.</b>	<b>UPCB/CA/2018-19/01</b>
Cost of Tender	Rs.500/- (Five Hundred Only)+GST
Earnest Money Deposit (EMD)	Rs.50000/- (Fifty Thousands Only)
Tender Document will be available on our website www.upcb.in	19.07.2018
Last Date and Time of Technical and Financial Bids Submission	01.08.2018 till 2:30 PM
Venue, Date and time of opening of Technical Bids.	01.08.2018, 3:30 PM 9 <sup>th</sup> Floor, Meeting Hall, U.P. Cooperative Bank Ltd., Head Office, 2-Mahatma Gandhi Marg, Lucknow – 226001
Address for Submission of Bids	The Managing Director, U P Cooperative Bank Limited, 2,Mahatma Gandhi Marg, Lucknow – 226001
Contact Person	Dr. Birendra Yadav GM (Audit), U P Cooperative Bank Limited, 2,Mahatma Gandhi Marg, Lucknow – 226001
E-Mail	upcb.audit @gmail.com

## Section – 2

### 2. Requirements

#### 2.1 Objective

The 'UPCB' wishes to appoint a competent and senior Firm of Chartered Accountants for Concurrent Audit relating to all 27 branches of Uttar Pradesh Cooperative Bank Ltd. For the year 2018-19

#### 2.2 Scope of Work

A description of the envisaged scope is enumerated as under. However, the 'UPCB' reserves its right to change the scope of the 'Tender Document' considering the size and variety of the requirements and the changing business conditions. Based on the contents of the 'Tender Document', the selected Chartered Accountants Firm shall be required to independently arrive at the Methodology, based on acceptable standards and best practices, suitable for the Uttar Pradesh Cooperative Bank, after taking into consideration the effort estimate for completion of the same and the resource requirements. The 'UPCB' expressly stipulates that the selection of 'Chartered Accountant Firm' under this 'Tender Document' is on the understanding that this 'Tender Document' contains only the principal provisions for the entire assignment and that delivery of the deliverables and the services in connection therewith are a part of the assignment.

The 'Chartered Accountant Firm' shall be required to undertake to perform all such tasks and render requisite services for the successful completion of the entire assignment.

The firm will be responsible as per the scope and timelines outlined below.

- To Conduct Concurrent Audit of the Branches of Uttar Pradesh Cooperative Bank Ltd.. After conducting the Concurrent audit, report will be submitted on quarterly basis to the Audit Section of the Uttar Pradesh Cooperative Bank Ltd. Head Office:2 Mahatma Gandhi Marg, Lucknow.
- Concurrent Audit of 27 branches of Uttar Pradesh Cooperative Bank Ltd. will be conducted. The CA firm shall also conduct the audit and reconciliation of transactions entered with head office by the concerned branch.

- The concurrent auditors are required to verify/examine and report the deviations pertaining to all the transactions of the concerned branch broadly covering Cash, Deposit, Advances, Housekeeping, Impersonal heads, Remittances, Ancillary Services, Customer service, Complaints, Submission of control returns, Profitability, Computer operations etc.
- The CA firm shall conduct the audit as per the latest guide lines of NABARD and RBI in this regard. The CA firm is also expected to submit detailed point wise concurrent audit syllabus with their technical bid. The audit syllabus should be in line with latest computerized environment in co-operative banking sector.

### **2.3 Time Lines**

The empanelment and allocation of branches to the concurrent auditors will be initially for a period of one year only and can be extended up to a maximum period of 3 years subject to satisfactory performance of the auditor and solely at the discretion of the Uttar Pradesh Cooperative Bank Ltd.

### **2.4 Terms and Conditions**

The terms and conditions of the work are given in Section 5. UPGB reserves the right to modify them, if required, at the time of issue of order.

The Chartered Accountant Firm may also submit specific suggestions/ recommendations and other detailed steps for enhancing the performance and adequacy of the work.

## Section -3

### 3. Tender/RFP Submission Procedure

- a) The tender methodology adopted is “Two Bid System” i.e. Technical Bid and Financial Bid.
- b) The **Technical Bid** should be placed in a sealed non-window cover super-scribed with “ Tender Document No: **UPCB/CA/2018-19/01 – TECHNICAL BID – for Concurrent Audit**”. The Technical Bid as per **Annexure – 1** should be organized in proper manner and should be submitted as per the following sequence:
- Table of Contents ( List of documents enclosed) ;
  - Earnest Money Deposit (EMD) in the form of Demand Draft of Rs. 50,000/-(Fifty Thousands Only) in favour of Uttar Pradesh Cooperative Bank Limited payable at Lucknow ;
  - Cost of Tender Document in the form of Demand Draft of Rs. 500/- (Rupees Five Hundred Only) +GST in favour of Uttar Pradesh Cooperative Bank Limited payable at Lucknow ;
  - Technical proposal **Annexure- 1** ;
  - All copies of certificates, documentary proofs etc. ;
  - The Technical offer should be completed in all respects and contain all information asked for. The Technical Offer should not contain any price information.
- c) The **Financial Bid** as per **Annexure – 2** should be placed in a sealed non window cover super- scribed with “Tender Document No:**UPCB/CA/2018-19/01– FINANCIAL BID – for Concurrent Audit**”. The financial offer should give all relevant price information. Conditional offer shall be liable to be rejected.
- d) The Technical and Financial offers must be submitted in separate envelopes. It may be noted that if envelope is found to contain both technical and financial offers together, such offer will summarily be rejected.
- e) Both the sealed envelopes containing offers must be addressed to the Bank and put into a main envelope in sealed condition giving full particulars. **The bid must be dropped in the tender box at the UPCB’s address given below, on or before 2:30 pm, Date 01.08.2018. The bid submitted anywhere else is liable to be rejected.**

**The Managing Director,**  
Uttar Pradesh Cooperative Bank Limited, Head Office,  
2 Mahatma Gandhi Marg, Lucknow – 226001

- f) Offers received after the last date and time specified above will be summarily rejected. All envelopes should be securely sealed and stamped.
- g) All the relevant pages of the proposals (except literatures, datasheets and brochures) are to be numbered and signed by authorized signatory on behalf of the CA firm.
- h) The number should be a unique running serial number across the entire document.
- i) The proposal should be prepared in English. The e-mail address and phone/fax numbers of the bidder should also be indicated on the sealed cover.
- j) It may be noted that all queries, clarifications questions etc., relating to this ‘Tender Document’, technical or otherwise must be raised in Pre Bid Meeting. Bidders should provide their E-mail address in their queries without fail.
- k) Bids submitted by FAX or email will not be considered for evaluation.

### **3.1 Selection Process**

All the bids shall be evaluated by the Committee setup for this purpose by the Bank. The evaluation shall be on the basis of Technical Evaluation and Financial Evaluation. Only the financial proposals of Technically Qualified & shortlisted Firms shall be selected.

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. If the bidder does not accept the correction of the error, his / their bids) will be rejected and the EMD shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

The ‘UPCB’ will notify the name of the Successful Bidder.

### **3.2 Formats of Bids**

The bidders should only use the formats prescribed by the Bank in the ‘Tender Document’ for submitting both technical and financial bids.

### **3.3 Earnest Money Deposit**

The intending bidders should pay along with Technical Bids an **Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousands only)**. The EMD shall be paid by Demand Draft drawn in favor of “Uttar Pradesh Cooperative Bank Limited”, payable at Lucknow. The EMD will not carry any interest.

**The EMD made by the bidder will be forfeited if:**

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of “Letter of appointment” issued by Bank.
- The bidder violates any of the provisions of the terms and conditions of this Tender specification.

### **3.4 Tender document fee**

The intending bidders should pay in advance an **Application Money of `500/- (Rupees Five Hundred only)+GST** for the purchase of Tender document. The application money shall be paid by Demand Draft drawn in favour “Uttar Pradesh Cooperative Bank Limited”, payable at Lucknow. The application money is non-refundable.

**The EMD and Tender cost should be kept in original with the Technical Offer being submitted to the Bank.**

### **3.5 For Respondent Only**

The ‘TENDER’ document is intended solely for the information of the party to whom it is issued (“the **Recipient**” or “the **Respondent**”) and no other person or organization.

### **3.6 ‘Tender Document’ Validity Period**

‘Tender Document’ will remain valid and open for evaluation according to the terms for a period of at least three (3) months from the time the ‘Tender Document’ submission process closes on the deadline for lodgment of ‘Tender Documents’.

### **3.7 Notification**

‘Uttar Pradesh Cooperative Bank (UPCB)’ will notify the successful respondents in writing as soon as practicable about the outcome of the ‘Tender Document’ evaluation process. ‘UPCB’ is not obliged to provide any reasons for any such acceptance or rejection.

### **3.8 Disqualification**

Any form of canvassing / lobbying / influence / query regarding short listing, status etc will be a disqualification;

### **3.9 Requests for Information/ Proposal**

Respondents are required to direct all communications related to this

‘Tender Document’, through the Nominated Point of Contact person

Contact : Dr. Birendra Yadav  
Designation : GM (Audit)  
Address : Uttar Pradesh Cooperative Bank,  
Head Office,  
2- Mahatma Gandhi Marg,  
Lucknow - 226001.  
Telephone : 0522-4151200  
Email : upcb.audit@gmail.com.

All queries relating to the ‘Tender Document’, technical or otherwise, must be in writing only to the Nominated Point of Contact. ‘UPCB’ will not answer any communication initiated by Respondents later than five business days prior to the due date of lodgment of Tender Document. However, ‘UPCB’ may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondent after the ‘Tender Document’ closes and all such information and material provided must be taken to form part of that Respondent’s response.

UPCB’ may in its absolute discretion engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the ‘Tender Document’ closes to improve or clarify any response.



## Section – 4

### 4. Technical Bid

The Bidder meeting the eligibility criteria as described in the following section will be considered for evaluation.

#### 4.1 Eligibility Criteria

The Bidder is required to meet the following '*eligibility criteria*' and provide adequate documentary evidence for each of the criteria stipulated below:

1. The Bidder should be empanelled with the *Comptroller & Auditor General (C&AG)* of India.
2. The Bidder should be empanelled with the *Reserve Bank Of India (RBI)*.
3. The Bidder should be registered with the *Institute of Chartered Accountants of India (ICAI)*.
4. The Bidder should have registered office in India, Preferably in Uttar Pradesh Lucknow .
5. The Bidder should have at-least 2 (Two) FCA exclusively with the bidder continuously for more than 10 years.
6. The Bidder should have be a partner who possesses DISA/ CISA qualifications. The bidders having association with CISA professionals shall be preferred.
7. The Bidder should be a experienced auditing firm and having exposure to concurrent audit, income tax consultancy and representation before taxation authorities and should have been in existence for a period of at least 10 years.
8. The bidder having Statutory Audit or Concurrent Audit Experience relating to Uttar Pradesh Cooperative Bank, District Cooperative Banks and Regional Rural Banks will be preferred.
9. The Bidder should not have been blacklisted by any Government Department/ PSU / PSE or Banks in India.
10. The Managing Director, UPCB, Lucknow, reserves the right to reject the tender without assigning any reason.

#### **Supporting Documents for Eligibility Criteria:**

Following supporting documents must be submitted by the bidder along with the technical proposal:

- (a) For S. No. 1 above, the bidder must submit an attested copy of empanelment letter from C & AG.
- (b) For S. No. 2 above, the bidder must submit self attested documentary evidence in support of the empanelment with RBI.
- (c) For S. No. 3,4 and 5 above, the bidder must submit an attested copy of Constitution Certificate of the Institute of Chartered Accountants of India as on 31/03/2018.
- (d) For S. No. 6, the bidder must provide the copy of DISA/ CISA certificate in support of the same;
- (e) For S. No. 7 the bidder must submit copies of appointment letters in support;
- (f) For S. No. 8 the bidder must submit copies of appointment letters in support;
- (g) For S. No. 9, the bidder must submit a self declaration in this regard;
- (h) Bidder must submit a detailed statement of facts and profile of the firm along with the 'Tender Document'. Copies of PAN Card, & GST No. of Firm should also be submitted;

## **Section - 5**

### **5. Terms and Conditions**

#### **5.1 General Terms and Conditions:**

##### **Adherence to Terms and Conditions:**

The bidders who wish to submit responses to this 'Tender Document' should note that they should abide by all the terms and conditions contained in the 'Tender Document'. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the selection process. A line of confirmation to this effect is required along-with Technical Proposal.

##### **Execution of Agreement:**

The Chartered Accountant Firm should execute (a) a Service Level Agreement, which would include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed by the 'UPGB' and (b) Non-disclosure Agreement. The Chartered Accountant Firm should execute the NDA within one month from the date of acceptance of Letter of Appointment. An indicative list of terms & conditions are being mentioned here which may vary according to banks requirement.

#### **5.2 Other terms and conditions:**

'Uttar Pradesh Cooperative Bank' reserves the right to:

- Reject any and all responses received in response to the 'Tender Document'
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.
- To negotiate any aspect of proposal with any bidder and negotiate with more than one bidder at a time.
- Extend the time for submission of all proposals.
- Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality.)
- Select the next most responsive bidder if negotiations with the bidder of choice fail to result in an agreement within a specified time frame.
- Share the information/ clarifications provided in response to 'Tender Document' by any bidder, with any other bidder(s) /others, in any form.
- Uttar Pradesh Cooperative Bank shall not be responsible for Non Receipt/ Non Delivery of Bid Document due to any reason whatsoever.
- Cancel the 'Tender Document' /Tender at any stage, without assigning any reason whatsoever.

**Professionalism:** The Chartered Accountant Firm should provide professional, objective and impartial advice at all times and hold the Bank's interests paramount and should observe the highest standard of ethics while executing the assignment.

**Adherence to Standards:** The CA FIRM should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities.

The 'UPCB' reserves the right to ascertain information from the banks and other institutions to which the bidders have rendered their services for execution of similar work.

The bid should contain the resource planning proposed to be deployed for the work which includes, inter-alia, the number of personnel, skill profile of each personnel, duration etc.

The bidder is expected to quote for the prices of the services inclusive of applicable taxes as on the date of bid submission. Any upward / downward revision in the tax rates from the date of the bid submission will be to the account of the Bank.

### **5.3 Terms of Payment**

- Payments for the work of Chartered Accountant Firm will be on quarterly basis after completion of each task enumerated in financial bid and submission of concurrent audit report.
- Payments will be released by the Uttar Pradesh Cooperative Bank Ltd Head Office Lucknow.

### **5.4 Penalty for Delayed Submission of Reports:**

- a) The audit report will be submitted to H.O. just after the completion of job at the end of each quarter. A relaxation of maximum 30 days of succeeding month may be allowed. If firm fails to do so of penalty @ 10% of audit fee will be deducted for delay of next 15 days and thereafter @20% penalty will imposed for every quarterly report.
- b) The General Manager(Audit), Head Office, will be empowered to consider the request for waiver of penalty in very deserving cases.

**Annexure - 1****Format for the Technical Proposal**

<b>1.</b>	Name of the CA FIRM:	
<b>2.</b>	Date of establishment and constitution.	
<b>3.</b>	Location of Head office with Address.	
<b>4.</b>	Location(s) of Branch Office and addresses.	
<b>5.</b>	Mailing address of the bidder.	
<b>6.</b>	Names and designations of the persons authorized to make commitments to the Bank.	
<b>7.</b>	Telephone and fax numbers of contact persons.	
<b>8.</b>	E-mail addresses of contact persons	
<b>9.</b>	PAN of the firm.	
<b>10.</b>	TAN of the firm.	
<b>11.</b>	No. of staff in the firm.	
<b>12.</b>	Details of DISA & CISA Professional.	
<b>13.</b>	Details of Empanelment with C & AG.	
<b>14.</b>	Details of Empanelment with Reserve Bank of India.	
<b>15.</b>	Details of Registration with The Institute of Chartered Accountants of India, New Delhi.	
<b>16.</b>	Details of experience in Statutory Audit of Banks.	
<b>17.</b>	Details of experience in Concurrent Audit of Banks.	
<b>18.</b>	Details of Audit assignments executed by the CA Firm in cooperative Sector	
<b>19.</b>	Details of Audit assignments executed by the CA Firm in Rural Sector.	
<b>20.</b>	Details of the similar assignments on hand as on date (Name of the Bank/ Branch, time projected for execution of the assignment and documentary proofs from the Bank are to be furnished).	
<b>21.</b>	Details of Number of teams proposed and Team Compositions with reference to the Scope & volume of work and availability of skilled persons with the firm.	
<b>22.</b>	Estimated work plan and time schedules for providing services for this assignment. Stipulated period of submission of audit report is not more than 30 days after quarter ending.	
<b>23.</b>	Capability Statement of the Firm ( attach separate sheet)	
<b>24.</b>	Average Turnover of the firm in last 3 years.	
<b>25.</b>	Other details ( as required in tender document)	

**Declaration:**

1. We confirm that we are technically eligible for submitting the said proposal as enumerated in the minimum eligibility criteria in the tender document;
2. We confirm that we will abide by all the terms and conditions contained in the ‘Tender Document’.
3. We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the ‘Tender Document’, in short listing of bidders.
4. All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process.
5. We confirm that this response, for the purpose of short-listing, is valid for a period of three months, from the date of expiry of the last date for submission of response to ‘Tender Document.’
6. We confirm that we have noted the contents of the ‘Tender Document’ and have ensured that there is no deviation in filing our response to the ‘Tender Document’ and that the Bank will have the right to disqualify us in case of any such deviations.

**Place:**

**Date:**

**Seal & Signature of CA Firm**

## Financial Bid Format

**Annexure - 2**

The format for the financial bid is given below:

Tender No. **UPCB/CA/2018-19/01**

**Name of CA Firm :**

Sl. No.	Items of Work	Fees Rs. (also mention in words)(Inclusive of all Taxes)
1.	Concurrent Audit Fees for Branches of UPCB (per quarter per branch)	

- No other costs (except stated above) like cost of any stationery, travelling, boarding and lodging shall be paid.
- TDS will be deducted from the amount at the rates prevailing as on the date of payment
- Inclusion of any condition shall make the offer liable for rejection

**Date:**

**Authorized Signatory**

## उ.प्र. कोआपरेटिव बैंक लि., शाखाओं के नाम

क्र. सं.	शाखा का नाम	
1	मुख्य शाखा, लखनऊ।	
2	विधान सभा मार्ग शाखा, लखनऊ।	
3	निरालानगर शाखा, लखनऊ।	
4	नाका हिन्दोला शाखा, लखनऊ।	
5	नादान महल रोड शाखा, लखनऊ	
6	जय नारायण डिग्री कालेज शाखा, लखनऊ।	
7	आलमबाग शाखा, लखनऊ।	
8	तालकटोरा शाखा, लखनऊ।	
9	अलीगंज शाखा, लखनऊ।	
10	राम सागर मिश्र नगर शाखा, लखनऊ।	
11	अमीनाबाद शाखा, लखनऊ।	
12	सदर शाखा, लखनऊ।	
13	नवीन मार्केट शाखा, कानपुर।	
14	डी.ए.वी. कालेज शाखा, कानपुर।	
15	सर्वोदय नगर शाखा, कानपुर।	
16	क्राइस्ट चर्च कालेज शाखा, कानपुर।	
17	गोविन्द नगर शाखा, कानपुर।	
18	मोतीझील शाखा, कानपुर।	
19	बिरहाना रोड शाखा, कानपुर।	
20	आगरा शाखा, आगरा।	
21	बरेली शाखा, बरेली।	
22	फैजाबाद शाखा, फैजाबाद।	
23	सीतापुर शाखा, सीतापुर।	
24	सठियांव शाखा, आजमगढ़।	
25	गाजियाबाद शाखा, गाजियाबाद।	
26	वाराणसी शाखा, वाराणसी।	
27	गोण्डा शाखा, गोण्डा।	