

(On Firm's Letterhead)

BIODATA OF THE FIRM OF CHARTERED ACCOUNTANTS
FOR EMPANELMENT AS STOCK AUDITORS

To
The General Manager (Advance)
Odisha Gramya Bank,
Head Office, Bhubaneswar.

We hereby apply for empanelment as Stock Auditors and furnish hereunder the requisite bio-data/ information/ documents.

1	Name of the Firm/ Company		
2	Constitution		
3	Date of Establishment		
4	Registered/ Communication Address of the Firm/ Company		
5	Contact Phone/ Mobile Nos.		
6	PAN No		
7	TIN No		
8	UCN No		
9	Present Activity of the Firm/ Company since when		
10	Revenue & Net Profit during the last 3 years		
11	Names, Educational/ Professional Qualification, Phone No., PAN No. Address of Prop/ Partners/ Directors <i>(Details as per record of ICAI/RBI)</i>		
12	Particulars of Registration/ Affiliation with Professional bodies		
13	Details of stock Audits conducted for other banks/ FIs institutions (Proof of experience to be attached)	Stock Audit (Last 5 yrs.)	
		Name of the Bank	Year
			Name of account



Note: Please attach the following-

- a) Self-attested Photograph of Proprietor/all Partners/all directors
- b) Qualification & experience of all the Prop/Partners/Directors, each in not more than 100 words
- c) PAN/TIN/UCN number of the firm, PAN of all Prop/Partners/Directors

We solemnly declare that the information furnished above is complete and true. No material information adversely affecting us is concealed. We affirm that the terms and conditions relating to Bank's empanelment of stock Auditors are acceptable to us.

For & on behalf of Firm/ Company

Photo

Photo

Photo

Photo

(Signature)
Name & Designation

(Signature)
Name & Designation

(Signature)
Name & Designation

(Signature)
Name & Designation

(All Partners/ Directors to subscribe their signature)

Enclosures:

- 1.
- 2.
- 3.
- 4.

Last date for receipt of complete application: Dt.04/02/2019, 5 PM.



Eligibility Criteria for empanelment:

Minimum criteria

- The firm of Chartered Accountants (Proprietorship/Partnership/Company) should have at least 5 years' experience. Those companies / firms which have personnel with engineering background to assist in conducting the Stock Audit would be preferred. The applicant/firm/Company should be registered with Institute of Chartered Accountants of India.
- A registered valuer of Stock under section 34AB of Wealth Tax Act and fellow / associate member of Institute of Valuers as specialist in jewellery, precious stones and ornaments or as specialist in Works of Art or as valuer for chemicals or as valuer of any such specialized stock may also apply for empanelment as stock auditor for such specialized categories. An audit firm having at least one such partner or senior employee shall be eligible for being empanelled as stock auditor for such specialized stock.
- The applicant should have post qualification practicing experience for at least 5 years, with at least 2 years experience in stock audits in different types of industry/sector. In case of firms, the experience of the Managing /Senior partners shall be considered as the experience of the firm.
- Minimum age of the individual stock auditor should be 25 years at the time of application. In case of firms proprietor/any of the partners should be of age below 25 years. However, at the time of empanelment the age of individual applicant/proprietor shall not exceed 75 years. For partnership firms at least one partner should be below 75 years of age at the time of empanelment.
- The applicant individuals / firms as well as all partners must be Income Tax Assessee.
- In case the stock auditor / proprietor or any of the partners of the audit firm / employee of the audit firm is an ex-employee of the Bank, such stock auditor / audit firm shall be eligible for empanelment after a cooling period of three (3) years from the date of retirement of that employees.
- The applicant should be an Indian citizen.

Additional / Preferred Criteria

- Empanelment with PSBs / FIs / High Court / Supreme Court as stock auditor shall be treated as a preferred qualification. But not mandatory one for being empanelled.
- The firm having partners / personnel with engineering background and / or partners / personnel experienced with SAP environment and / or partners / personnel with CISA / DISA to assist stock audit will be given preference.
- Where there are common partner (S) in more than one firm, only one of such firms may be considered for empanelment.

Negative criteria

- The auditors against whom complaints have been registered with CBI SFIO / Police; Court of law &/or blacklisted by any bank / FI / IBA etc. shall not be eligible.



- The auditors convicted of any offence and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act & / or WT Act & / or Gift Tax Act & / or service tax act shall not be eligible.
- An undischarged insolvent shall not be eligible for empanelment.
- A central statutory audit of the Bank shall not be eligible for empanelment as stock auditor during the tenor as statutory auditor. Statutory/ Concurrent Auditor of a branch shall not be eligible for undertaking stock audits relating to same branch, even if empanelled.

Category of the Stock & receivable auditors

	Stock & receivable Auditor	For advance limit
A	Individual/proprietorship*	Up to Rs.* 10.00 Crores
B	Firms having stock audit experience upto 3 years	Up to Rs. *25.00 Crores
B-1	Firms having stock audit experience more than 3 years up to 5 years	Up to Rs. 100.00 Crores
C	Firms having stock audit experience more than 5 years	No limit
D	Empanelled as auditor for specific specialized stock	No limit for such specific stock

*individual / proprietorship firm having just minimum experience, i.e. post qualification practicing experience of 5 years with stock audit experience of 2 years shall be awarded the stock audit for limits up to Rs. 5.00 crores.

