



TRIPURA GRAMIN BANK

(A Government Undertaking)

HEAD OFFICE: AIR PORT ROAD: ABHOYNAGAR

AGARTALA-799005: WEST TRIPURA.

INSPECTION DEPARTMENT

Mobile (CUG) No. 7085065168, Email: hodinsp@tripuragraminbank.co.in

Ref.No. TGB/INSP/ Empanelment of Auditors/2020-2021

Date: 29.05.2020

(Notice for Empanelment of CA firms for Concurrent Audit and Revenue Audit along with format of Application form)

[LAST DATE FOR SUBMISSION OF APPLICATION 15.06.2020]

1. Tripura Gramin Bank invites application on the undernoted prescribed format from practicing firms of Chartered Accountants in India who fulfils the eligibility criteria as mentioned here under and are willing to have their firms empanelled as Concurrent Auditor and Revenue Auditor in the Bank and for conducting Concurrent Audit and Revenue Audit of branches.
2. The Bio-data should be submitted in the prescribed format enclosed herewith to **“The General Manager, Tripura Gramin Bank, Head Office, Abhovnagar, Agartala, West Tripura-799-005”** only by Postal service / Courier / by hand.
3. ”Application for Empanelment for Concurrent Audit and Revenue Audit” should be mentioned on the envelope carrying Bio-data.
4. Applying CA Firms must submit along with application, the copy of the Partnership Deed and copy of constitution certificate issued by ICAI certifying the constitution of the firm, their branches & date from which it is continuing as a Partnership firm (latest).
5. Incomplete application or application without requisite enclosures will not be entertained.
6. Mere submission of application does not, in any way, constitute guarantee for empanelment / allotment of the audit job of any nature from the bank. The empanelment and allocation of the branches to the auditors will be purely the prerogative of the Bank.
7. The CA firms earlier empanelled with the bank for above purpose prior to this notification are also need to submit their applications as our entire previous empanelment stand cancelled.
8. Modification in Request for Application document: Tripura Gramin Bank reserves its rights to modify any part of this document at any time prior to the deadline for submission of applications. Such change(s)/modification(s), if any, may be in the form of an addendum/corrigendum and will be uploaded in Bank’s website - <http://www.tripuragraminbank.org>. All such change(s) will automatically become part of this Request for Application and binding on all applicants. Interested applicants are advised to regularly refer our website.

9. Bank reserves the right to summarily reject the application for any reason without assigning the reason thereof.
10. Incomplete applications not supported with copies of documents, and applications submitted after the last date i.e. **15/06/2020** will not be considered for empanelment.

I. The eligibility criteria for such empanelment of CA firm with the Bank are as under:

1. The firm should be on RBI panel with gradation based on the size of the branch.
2. The firm shall have experience of Concurrent Audit/ Statutory Audit of minimum three other Banks.
3. The firm having DISA (ICAI)/ CISA (IASCA) qualified chartered accountants and/or having completed certified course on Concurrent Audit from ICAI will be preferred.
4. Chartered accountants may be empanelled having no experience of Bank Audit but should be doing practice for at least 5 years.
5. For Branches located in hardship/difficult areas other than, firms having experience of Concurrent Audit / Statutory Audit of at least one Bank may be empanelled.
6. Empanelment of Audit Firms shall be made by General Manager or by the next higher authority of the Bank in his absence.

II. The basic criteria for selection of a firm for concurrent audit assignments should be as follows:

1. It should be preferably a partnership firm of Chartered Accountants.
2. The firm to be empanelled shall preferably be registered with RBI.
3. Bank shall invite applications from eligible CA Firms for empanelment as Concurrent/Revenue Auditor as and when deemed necessary, through the Bank's website.
4. Audit firms engaged should have preferably qualified Information System Auditor (CISA/DISA) with necessary exposure to systems audit since IS audit should form an integral part of audit.
5. Weightage to be given to the firms where the partners themselves were ex- bankers or the firm has got tie-up with ex-bankers with requisite experience and exposure.
6. Audit firm should not have been disqualified by any Bank IBA/RBI/ICAI, while taking-up audit work on earlier occasions.
7. It is to be ensured that the audit firm or any sister / associate concern / network firm is not conducting the statutory audit of the Bank or any of its branches.
8. Weightage to be given to a firm having exposure in conducting concurrent audit of the Bank branches for a few public sector / major private sector banks.
9. The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments. The firm should have necessary office set up and adequate personnel to ensure proper deployment and

timely completion of the assignments. The Headquarter or branch of the CA firm should be located at the place for which they wish to take up audit work. Preference would be given to CA firms which are located at the places of our Bank's Branches.

10. The firm should execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by the Bank.
11. The assignment should be carried out in a professional manner and in case of any misconduct & negligence the Bank is free to report the matter to ICAI / RBI under the guidelines from time to time. This will be in addition to the disengagement from the assignment.
12. The firm should not sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
13. 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.
14. Any other terms and conditions of the assignment would be decided by the Bank on a case-to-case basis.

III. Appointment of Concurrent Auditors and Revenue auditors Remunerations and Other Conditions:

1. The appointment of the auditors for various Concurrent/Revenue Audit assignments needs to be done from the RBI panel as per gradation based on the size of the branch with the approval of General Manager or in his absence by the next higher authority.
2. Suitable firms would be identified for each assignment and would be approved taking into account their experience and exposure, similar activity carried out for the Bank or other banks, availability of adequate trained resources, location of the audit unit etc.
3. The monthly fees payable to the auditors will be approved by the delegated authority taking into consideration the nature of assignment and within the maximum fees approved by Audit Committee of Board.
4. The tenure of the Concurrent/Revenue auditor would be initially for one year and would be extended for a further period of two years (overall three years), subject to satisfactory performance. If the performance is found grossly unsatisfactory, their audit assignment may be withdrawn at any point of time. This will be purely at the discretion of the Bank and no rights whatsoever accrue to the firm for such appointment.
5. However, after a period of three years, the Firm should have minimum one year cooling period.
6. At any one point of time, not more than one audit assignment would be awarded to any single firm. However, if availability of eligible CA Firm is not there in far off places, more than one branch may be given for the purpose, with the approval of GM.

7. The Concurrent/Revenue auditor should adhere to the audit coverage strictly as per the scope as may be decided by the Bank from time to time.
8. The Concurrent/Revenue auditor should not undertake any other activities / assignment on behalf of the branch or audit unit without obtaining the concurrence of the Audit & Inspection Department in writing.
9. No out of pocket expenses or travelling allowance / halting allowance would be paid to the audit firms for carrying out the assignment. However, the service tax, education cess etc. would be paid as applicable from time to time in addition to the basic fees.
10. The Concurrent/Revenue auditors may be reimbursed actual out of pocket expenses incurred in connection with travel involved for conducting stock audits.
11. The payment to the Concurrent/Revenue auditors would be subject to deduction of tax at source at appropriate rates.
12. All the necessary certificates that need to be given as a part of the Concurrent/Revenue audit assignment (Bills of Entry verification, A1/A2 Forms etc.) would be given by the audit firm under its letterhead without any additional certification fee.
13. There is a need to transform the present Concurrent audit system to Risk based concurrent audit. Therefore, the concurrent auditors would give Risk rating (Extremely High, Very High, High, Medium, and Low for the audit entity. This rating should be based on his observations about branch functioning.
14. A detailed checklist and other operating guidelines will be provided to the concurrent auditors.
15. CA Firms undertaking Concurrent/Revenue audit should furnish a certificate to the effect that the Auditors have undergone necessary training from ICAI. They would be made aware of the guidelines and circulars issued subsequent to commencement of assignment and having impact on the concurrent audit, to keep them abreast of the changes in the operational and regulatory guidelines.
16. Necessary arrangement should be made for providing space, workstation and access to systems (viewing rights only) to the auditors for ensuring smooth conduct of audit assignment. This would be the responsibility of the controller of the audit unit / Branch Head.
17. The Bank will prescribe structured formats for the audit reports and also stipulate the time limits for submission of their reports:

(Format of application) – Relevant details should be filled up with respect to the position as on 31.05.2020.

Sl. No.	Particulars	Information required to be furnished by CA firms
1.	Name & address of the CA firm with ICAI registration No.	(enclose self attested copy of relevant document with application form)
2.	Constitution of the firm (Proprietorship or Partnership)	(enclose self attested copy of relevant document with application form)
3.	Name of the Proprietor/Partners with CISA/DISA qualification, if any, and ICAI Membership No.	Name Membership no. CISA/DISA 1. 2. 3. 4. 5.

		<p>6.</p> <p>7.</p> <p>(enclose self attested copy of relevant certificate of passing CISA/DISA with the application form)</p>																					
4.	Unique Code No. with Gradation awarded by RBI	<p>Unique Code No:</p> <p>Category:</p> <p>(enclose self attested copy of relevant document with application form)</p>																					
5.	Experience of Bank Audit (should be supported by Appointment letter issued by individual banks)	<table border="0"> <thead> <tr> <th><u>Nature of audit</u></th> <th><u>Name of Bank</u></th> <th><u>Period</u></th> </tr> </thead> <tbody> <tr> <td>Revenue Audit :</td> <td>1.</td> <td></td> </tr> <tr> <td></td> <td>2.</td> <td></td> </tr> <tr> <td></td> <td>3.</td> <td></td> </tr> <tr> <td>Concurrent Audit:</td> <td>1.</td> <td></td> </tr> <tr> <td></td> <td>2.</td> <td></td> </tr> <tr> <td></td> <td>3.</td> <td></td> </tr> </tbody> </table> <p>(enclose self attested copy of relevant document with application form)</p>	<u>Nature of audit</u>	<u>Name of Bank</u>	<u>Period</u>	Revenue Audit :	1.			2.			3.		Concurrent Audit:	1.			2.			3.	
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	3.																						
6.	Other experience including areas of specialization of the firm /partners in Bank audits (Forex Branch, Service Branch, Large Corporate Branch, Retail Hub etc.)	<p>(enclose self attested copy of relevant document with application form)</p>																					

7.	Contact Nos. with STD codes and e-mail address of the firm.	Tel.No: Mob. No: E-mail id:						
8.	Details of delisting/ punishment by banks/ other institutions	Name of Bank/Institutions Nature of offence:						
9.	Status on undertaking certified course on Concurrent Audit from ICAI	By partners/proprietors: Yes /No (enclose self attested copy of relevant certificate with the application form)						
10.	Last Audit assignment, if any, undertaken for United Bank of India /Punjab National Bank/ Tripura Gramin Bank.	<table border="0"> <thead> <tr> <th data-bbox="790 831 1141 869">Nature of Assignment</th> <th data-bbox="1141 831 1445 869">Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="790 958 1141 996">Statutory Audit:</td> <td></td> </tr> <tr> <td data-bbox="790 1086 1141 1122">Concurrent Audit:</td> <td></td> </tr> </tbody> </table>	Nature of Assignment	Period	Statutory Audit:		Concurrent Audit:	
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Statutory Audit:								
Concurrent Audit:								

I/We hereby declare that all the information submitted by me/us for empanelment is true and the certificates/documents attached are genuine. In case any information/documents is found as untrue/misleading, the Bank may take necessary action, including de-empanelment /blacklisting of the firms/members, as it may deem fit.

Signature of proprietor/partner with membership no. & Seal of the CA firm

Date:

Place:

[NOTE: Bank reserves the right to ask for original copy of enclosed certificates for verification.]

**[For any query on submission of application email to hodinsp@tripuragraminbank.co.in
Please furnish your Mobile No. in the query request for easy and quick resolution of issues.]**