



STATE BANK OF INDIA
Local Head Office, Guwahati

EMPANELMENT OF STOCK AND RECEIVABLE AUDITOR
IN STATE BANK OF INDIA, GUWAHATI CIRCLE

The State Bank of India, Guwahati Circle, having its jurisdiction over all seven states of North-Eastern Region, invites applications from eligible Companies, Firms, Limited Liability Partnership (LLP), Proprietorship firms of Chartered Accountants/ Cost Accountants registered with Institute of Chartered Accountants of India/ Cost Accountants of India for empanelment as Stock and Receivable Auditor (SRA). Such Companies/firms/LLP/Proprietorship firms upon selection, shall be empaneled for a period of Three (03) years and subject to annual review.

A Companies/ Firms/ Limited Liability Partnership (LLP) of Chartered Accountants/ Cost Accountants/ Proprietorship Firms will be eligible only if they are registered with Institute of Chartered Accountants of India/ Cost Accountants of India. Such Companies/firms/LLP/Proprietorship firms should fulfil the following criteria:

- a) Should have at least two qualified Chartered Accountants/ Cost Accountants as Partners/ Directors in the case of Companies, Firms and LLP.
- b) The Proprietor or at least one Partner/ Director of the Firm/ LLP/ Company should have a minimum of 5 years' experience.
- c) Unblemished track record (no history of blacklisting by any bank/ FI, no listing in default/ caution/ debarment list of RBI/ IBA/ SEBI/ their professional institutes etc.).
- d) Preference to entities having personnel with engineering background to assist in conducting the stock and receivable audit.
- e) Preference also to those already empaneled with other Banks/FIs as Stock and Receivable Auditors will be given.
- f) Those who are already empaneled with us/other Banks/FIs and having a good track record of handling the assignments to be given preference.
- g) Experience/competency in handling SRA adherence to the specified time frame, reasonableness of the charges and locational advantage are to be taken into consideration.

The application in prescribed format with relevant enclosures/ documents should be submitted to the nearest **Regional Business Office (RBO)** of the bank located at different parts of the Northeastern States within 15 days from the publication of the advertisement, who will be completing required due diligence on such applications and forward the same to the appropriate authority for consideration.

It should be noted that this is only an invitation to offer for the interested Companies/firms/LLP/Proprietorship firms, and the Bank reserves the right to select or reject any offer without assigning any reason whatsoever.

Date:

DGM & Circle Credit Officer

**Application Format for Fresh Empanelment as Stock & Receivable Auditor
On The COMPANY'S/ FIRM'S letter head**

Application for Empanelment as Stock & Receivable Auditor

To,
Deputy General Manager & CCO
State Bank of India,
Local Head Office
Guwahati

Sub: Request for empanelment as Stock & Receivable Auditor on SBI Panel

We hereby apply for empanelment as Stock & Receivable auditor on SBI Panel and furnish here under the requisite supporting bio data/information /documents.

Sector(s) applied for:						
1.	Name:					
	Office Address:					
Details of Promoters:						
Name:	Identifiers					Full Address
	DIN	PAN	Passport	Others (Aadhar Card No., Driving License)		
Name, Contact No. & Email ID of concerned officials						
2	Constitution (Copies of by-laws/ memorandum & Article of Association/Partnership Deed as applicable to be enclosed)					

3	Date of Establishment/ Date of registration/ Date of Incorporation					
4	Date of commencement of business					
5	Details of the Offices/Branches of the firm/company: : Other States					
6	PAN /TIN No					
7	Goods & Service Tax No. (Registered Office)					
8	Details about the Firm/Company					
a)	Brief Profile of the Firm					
b)	Nature of present activity of the firm/company					
c)	Brief particulars of activities other than TEV Studies					
	Applicants Financial Information as on..... in Lacs					
	1) Paid up Capital		2) Net worth			
	3) Income/Revenue		4) PAT			
	5) Borrowings		6) Debt/ Equity Ratio			
	Particulars of Capital shares held (who have Controlling Interest)					
	Name of Holder	Resident/ Non -Resident	Address	% of share holding		
d)	Existing Banker Details					
e)	Name	Designation	Technical Qualifications	Additional qualifications like MBA, LLB, CA, MCA, CS, ICWA, MCM etc.	Industrial consultancy experience	

	Supporting copies of all the qualifications needs to be attached							
f)	Area of specializations / industry / sectors in which the firm have expertise in conducting Stock & Receivable audit with specifying the reason thereof. Type of industry & Size (Project outlay) for which the empanelment is sought:							
		Industry	Sub activity		Project outlay			
g)	Details of Technical & Managerial Staff							
		Particulars			Numbers			
		Diploma Holders						
		BE/B Tech/ME/M Tech						
		Management Graduate						
	Any additional qualifications like LLB/MBA/CS/CA/MC A/MCM/ICWA etc.							
h)	Details of the present set up/infrastructure available to deal with work:-							
i)	Any other credentials worth mentioning (with supporting documents):-							
9	Particular of the current empanelment as Stock & Receivable auditor with other Banks/Financial Institutions (Copy of current / active empanelment letters to be enclosed)							
a)		Name of the Banks			Empanelment since			
		1.						
		2.						
b)		Details of past experience as Stock & Receivable auditor in last 3 financial years (Details to be furnished in the following format)						
		Name of Bank	Name & address of Client	Date of Assignment	Loan Amt (FB & NFB separately)	Nature of Work	Name of Project with brief details (Sector, Project Cost, Name of Promoters/ Group, location, etc.)	Assignment completed on

10	Registration with Professional bodies/organizations (national/international institution/agencies) such as Institute of Engineer, IBRD, Valuers etc.)							
11	Whether firm/any director/promoter/partner has been de paneled/ delisted/ blacklisted by any Bank /FI/Organization in the past							
12	Any regulatory compliance issues faced by the agency/ promoters (Stock & Receivable auditor), if any, in the past 5 years and present status.							
13	Whether Proprietor/any director/promoter/partner/Associate is empaneled as valuer/ / ASM in SBI Panel							

I / We solemnly declare that we are not debarred / delisted by any Bank /FI/ RBI and any other body for any professional misconduct and our services have not been found deficient by any Bank/FI.

I / We solemnly declare 'The contents mentioned in the application are true to my knowledge and any false or misleading information to the bank at the time of empanelment or obtaining empanelment by fraudulent means shall allow the bank to take any action on my firm not restricted to depanelment'. I / We affirm that terms and conditions of State Bank of India relating to empanelment as Stock & Receivable auditor are/will be acceptable to us.

I/we hereby confirm that all the necessary support documents are enclosed with the application.

On Behalf of the firm
Name of the firm/company

Authorized Signature Name
& Designation Stamp of the
Firm

Place