



STATE BANK OF INDIA
LOCAL HEAD OFFICE
S.S.KOVIL ROAD, THAMPANOR
THIRUVANANTHAPURAM – 695 001

**EMPANELMENT OF STOCK AND RECEIVABLE
AUDITORS**

Applications are invited from Companies / Firms of Chartered Accountants/Cost Accountants having minimum 5 years experience for empanelling their names as Stock and Receivable Auditors to Thiruvananthapuram Circle comprising Kerala State. Those who are already empanelled with us may also apply.

For application, eligibility criteria and other details please log on to www.sbi.co.in and see under 'procurement news'. The duly filled in application form in a sealed cover superscribed as "Application for Empanelment as Stock & Receivable Auditor" should reach this office on or before 22.07.2015.

DY. GENERAL MANAGER & CIRCLE CREDIT
OFFICER

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TERMS AND CONDITIONS FOR EMPANELMENT AS BANK'S APPROVED STOCK & RECEIVABLE AUDITOR IN STATE BANK OF INDIA, LOCAL HEAD OFFICE, THIRUVANTHAPURAM.

1. The Auditors to be from Companies/Firms of Chartered Accountants/Cost Accountants registered with Institute of Chartered Accountants of India/Cost Accountants of India, fulfilling the following criteria :

a) Should have at least two qualified Chartered Accountants/Cost Accountants on their rolls/as Partners.

b) The Partners/Directors should have at least 5 years' experience as Chartered Accountants/ Cost Accountants and also as Stock & Receivable Auditors.

c) Unblemished track record (no history of black listing 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 back ground to assist in conducting the stock and receivable audit.

e) Preference also to those already empanelled with our Bank/ other Banks/FIs as Stock and Receivable Auditors and whose main office/branch office located in Kerala.

2.Those who are already in the Bank's panel of Stock & Receivable Auditors and willing to be empanelled again should apply afresh.

3.Payment of charges/fee structure may differ for different assignments and shall be advised at the time of allocation of work. The Bank also reserves the right to change the payment structure from time to time without intimation.

4.If selected for empanelment, the applicant/firm should execute an agreement in the format given by the Bank.

5.Stock and Book debts must be verified physically and tallied with the books and certificates should be issued as per the prescribed format of the Bank. The panel of Stock & Receivable Auditors will be subject to review at yearly intervals.

6.The Bank desires that the Stock & Receivable Auditors on its panel should not use name of the Bank on their stationary /letter heads or use the Bank's name for obtaining new assignments. Contravention of its instructions might lead to the firm's name being delisted from the panel.

7.The consultant firm should treat all information that it may derive from the Bank or its client while on an assignment as strictly confidential and should not on any account divulge such information to outsiders.

8.The Bank reserves the right to accept or reject any or all applications , without assigning any reasons whatsoever

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(On Firm's/Company's Letterhead)

APPLICATION FOR EMPANELMENT AS STOCK AND RECEIVABLE AUDITOR IN STATE BANK OF INDIA, LOCAL HEAD OFFICE, THIRUVANANTHAPURAM.

To,

The Dy. General Manager & CCO / Asst. General Manager (C&PM)
State Bank of India
Local Head Office
Thiruvanthapuram - 695 001
Kerala

Dear Sir,

We hereby apply for empanelment as Stock and Receivable Auditor and furnish the requisite bio-data/information/records as under:

1.	Name of the Company/Firm/ Applicant	
2	Constitution (Individual/Proprietor/ Partnership firm/Corporate body. (If a Partnership firm/Corporate body use separate sheet to give details of each Partners, Director etc)	
3.	Registered/communication address of the Firm/Company e-mail address Phone no.	
4.	PAN no./TIN no. (enclose copies)	
5	Year of establishment (Enclose documentary Evidence) Institute membership No.	
6	Names, Educational / Professional qualification, Phone no. & addresses	

	of Prop./Partners /Directors (enclose copy of certificate)	
7	Past experience in audit/stock audit (with names of clients, nature of tasks handled and results achieved)	
8	If previously empanelled as stock auditor with SBI, date of empanelment. (Enclose letter)	
9	If empanelled with other organizations / Government Departments, give details with supporting documents	
10	Furnish details if the Firm/Company has been debarred/delisted by any bank/organization in the past.	
11	Any other data/particulars you feel relevant/worth mentioning	

We solemnly declare that we have read the terms and conditions stipulated for empanelment as Stock and Receivable Auditor of the Bank and we also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons. If selected for empanelment as Stock and Receivable Auditor of the Bank and the offer is accepted, we will execute an agreement in the format given by the Bank .

For & on behalf of the firm/Company:

Place :

Date :

Signature

Name & designation

