



**KOLKATA CIRCLE,  
CCO DEPTT, LOCAL HEAD OFFICE, 3<sup>RD</sup> FLOOR, 1, STRAND ROAD,  
KOLKATA-700001**

**EMPANELLMENT OF STOCK & RECEIVABLE AUDITORS**

**FROM 01.04.2025 to 31.03.2028**

State Bank of India, Kolkata Circle for its area covering West Bengal, Sikkim and Andaman and Nicobar Island invites applications in the prescribed format from competent, qualified professionals/ firms, for empanellment as Stock & Receivable Auditor for conducting Stock & Receivable Audit for the Bank and willing to get them empaneled for the period from **01.04.2025 to 31.03.2028**.

The format along with the details regarding eligibility criteria and other terms and conditions are attached.

Those willing to get empanelled shall submit their applications in prescribed format along with relevant enclosures / documents etc. to the nearest business units/ branches, etc. latest by **12.01.2025 (05.00 P.M.)**. After the documents & KYC duly verified by the officials of the said branches, the said application will be forwarded by the concerned Branch to **The Dy General Manager & CCO, State Bank of India, Local Head Office, Samriddhi Bhawan, 3<sup>rd</sup> Floor, 1 Strand Road, Kolkata-700001**. The valuers are requested to clearly mentioning on the envelope "**APPLICATION FOR EMPANELLMENT AS STOCK & RECEIVABLE AUDITOR**".

**Further, already empaneled Stock& Receivable Auditor should note that they have not to apply afresh.**

The bank reserves the right to amend/ modify any terms and conditions of empanelment and withdraw the advertisement without any notice.

**Place: Kolkata**

**Date: 27.12.2024**

**Dy General Manager & CCO**

**SBI, LHO, Kolkata**

## GUIDELINES FOR EMPANELLEMENT OF SRA AUDITORS

1. The Auditors to be from Companies, Firms, Limited Liability Partnership (LLP) of Chartered Accountants / Cost Accountants registered with Institute of Chartered Accountants of India / Cost Accountants of India. Proprietorship Firms shall also be considered for empanelment of SRA. The Auditors should fulfil the following criteria:

- a) Should have at least two qualified Chartered Accountants/Cost Accountants as Partners / Directors in case of Companies, Firms and LLP.
- b) The Proprietor or at least one Partner / Director of the Firm / LLP / Company should have minimum 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 empanelled with other Banks/FIs as Stock and Receivable Auditors and have undertaken S&R Audit assignment. The above criteria would be applicable for empanelling a new Stock and Receivable Auditor.
- f) Those who are already empanelled with 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.
- h) Selection will be done based on internal evaluation matrix. Hence, you are requested to provide all the information correctly (without any omission or deletion.)

(On the firm's letter head)

**Application for Empanelment as Stock and Receivable Auditor (SRA)**

To,  
Deputy General Manager (CCO)  
State Bank of India,  
Local Head Office  
1, Strand Road,  
Kolkata – 700 001

- i) **Submitted to The Assistant General Manager/ Chief Manager/ Branch Manager,  
..... Branch on or before 12.01.2025**

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

I/We here by apply for empanelment as Stock and Receivable Auditor and furnish hereunder the requisite bio data/information/documents for empanelment.

Sr No.	Particular	Details
1	Name of the Firm/company/LLP	
2	Constitution (proprietorship/partnership/LLP/ Company)	
3	Constitution Certificate No. /ICAI Registration No./Institute of Cost Accountant of India Reg No.	
4	Date of Establishment of firm	
5	RBI Unique Code & Category	
6	Date of RBI Unique Code	
7	Details of the Offices / Branches of the firm/company in the Circle (West Bengal/Sikkim/Andaman & Nicobar Island)	
8	Details of the Offices / Branches of the firm/company in the Circle (West Bengal/Sikkim/Andaman & Nicobar Island)	
9	Contact No Mobile No. Land Line No.	
10	PAN No	
11	GST No	
12	Nature of Present Activity of the firm/company	
13	<b>Details about the Firm /company</b>	
A	Brief Profile of the Firm	
B	Number of CAs with more than 5 years of experience (enclose documentary evidence)	
C	Numbers of Cost & Works Accountant with more than 5 years of experience (enclose documentary evidence)	
D	Any additional qualification of partner like DISA/CISA/LLB/MBA/CS	

E	Whether firm have Engineering Staff, if any details						
F	Details of Bank account, where fee for conducted audit by the firm to be credited, viz Account No, Name, IFSC No, Branch Name, Branch address						
G	Details of Present setup/infrastructure available to deal with stock Audit work						
14	Particular of the current empanelment as Stock Auditor with other banks/ Financial Institutions (Copy of empanelment letters to be enclosed) (those already empanelled with SBI should enclose their last empanelment letter						
A	Name of the Banks		Empanelment since		Valid up to		
	1.						
	2.						
	3.						
B	Details of experience as stock auditors in last 2 years (Details to be furnished in the following format)						
	Name of the Bank	Name of the Branch	Name of the Client	Exposure of the client FB & NFB separately	Nature of Tusk Handled	Date of completion of assignment	
	<i>Supporting letters for assignments/term of reference needs to be attached</i>						
C	Revenue and net profit during last 3 years as per Audited B/S or Financial documents						
D	Furnish the details if the firm or any of the qualified Partner/ Director have been de-panelled by any Bank/FI/Organisation in the Past						
E	Furnish the details if appointed as Statutory Auditors for the Bank						

**Please attach self-certified photocopies of the following enclosures:**

Firm Profile	Annexure-A
Copy of Constitution Certificate /ICAI Registration of Firm/ Institute of Cost Accountant of India Reg No.	Annexure-B
Copy of Partnership deed/AOA/MOA	Annexure-C
Copy of Empanelment letters of Banks as Stock Auditors(14-A) If already empanelled with SBI as SRA (copy of empanelment letter to be attached)	Annexure-D
Summary of Assignment of Stock Audit & Asset Verification (14-B)	Annexure-E
Copy of Letters for Assignments/Work Order/Appointment Letters	Annexure-F
Undertaking that firm/company is not Statutory Auditors For SBI	Annexure-G
Copy of Qualification/Additional/Higher Qualification (CA/DISA/CISA/MBA, LLLB, CS etc) of partners	Annexure-H
Details of Staff (Engineer / Technical)	Annexure-I
Copy of Pan Card and Copy of GST Reg No	Annexure-J

Copy of IT Return of last 2 Years	Annexure-K
KYC of the proprietor/partner/directors	Annexure - L
Reference letters from PSBs/ Govt. Organisation/ Company where Auditors have previously done SRA.	Annexure- M

- We hereby certify that we are not statutory auditor of SBI or neither under cooling period nor eligible to conduct stock Audit for the year 2024-27 (01.04.2024-31.03.2027)
- We solemnly declare that we have unblemished track record, with no unsatisfactory conduct in the past and have not been blacklisted by any Bank/ financial institution/other organizations / any government department, not listed in default / caution / debarment list of RBI/IBA/SEBI/professional institutes etc.
- I/We solemnly declare that the above information furnished / submitted by me/us is complete and entirely true, and nothing has been concealed. I\*/We understand that any discrepancy wrong information would lead to cancellation/de-empanelment as Stock & Receivable Auditor with immediate effect. 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 agree that the Bank's decision regarding selection/rejection for empanelment will be final and binding and no further correspondence will be entertained by the Bank in this regard.
- I/We further agree that my/our Empanelment with the Bank would not amount to any commitment by the Bank to provide any professional assignment to me/us.
- I/We hereby confirm that all the necessary supporting documents are enclosed with the application.

On behalf of the firm

Name of the firm

Signature

Name & designation

Signature

Name & designation

Signature

Name & designation

Date:

Place: