



## STATE BANK OF INDIA

2<sup>nd</sup> Floor, CCO Department, Local Head Office,  
Rotary Junction, Poojappura, Thiruvananthapuram – 695 012.  
E mail – [agmcpm.lhotri@sbi.co.in](mailto:agmcpm.lhotri@sbi.co.in)

### **EMPANELMENT OF STOCK & RECEIVABLE AUDITORS** **IN STATE BANK OF INDIA, THIRUVANANTHAPURAM CIRCLE**

State Bank of India, Thiruvananthapuram Circle invites applications in the prescribed format from Professionals/Firms/Companies/Limited Liability Partnership (LLP) of Chartered Accountants/ Cost Accountants registered with Institute of Chartered Accountants of India/Cost Accountants of India, having minimum 5 years of experience to get empanelled as Stock and Receivable Auditors in State Bank of India, Thiruvananthapuram Circle for the period from **01.07.2025 to 30.06.2028**.

Stock and Receivable Auditors already empanelled with us will have to apply afresh, if they wish to get empanelled again with Thiruvananthapuram Circle of the Bank.

Interested applicants shall submit their applications along with other relevant enclosures/ documents by **05:00 PM on 15.05.2025 to AGM (CPM)**, on the above mentioned address. The cover containing the application should be super scribed as **“Application for Empanelment as Stock & Receivable Auditors”**.

The Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. The Bank also reserves right to relax / modify eligibility criteria and the Bank’s decision in this matter shall be final and binding. The Bank reserves the right to also cancel this exercise at any stage.

Place: Thiruvananthapuram

Deputy General Manager & CCO

Date: 22.04.2025

Thiruvananthapuram Circle

## **TERMS AND CONDITIONS FOR EMPANELMENT AS BANK'S APPROVED STOCK & RECEIVABLE AUDITOR (SRA) IN STATE BANK OF INDIA, THIRUVANANTHAPURAM CIRCLE.**

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 firm 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 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 already empaneled with our Bank/ other Banks/FIs as Stock and Receivable Auditors.
- f) Preference will be given to those firms/Companies which are based in Kerala or having office(s) in Kerala State/Lakshadweep. Applicants from other states/centers will be considered only if sufficient applications are not received from Kerala/Lakshadweep.**
- g) Experience/competency in handling SRA, adherence to the specified time frame, reasonableness of the charges and locational advantage of the firm will be taken into consideration for empanelment.
- 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)

**2. Those who are already in the Bank's panel of Stock & Receivable Auditors and willing to be empaneled 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 and the bank reserves the right to de-empanel any of the paneled SRA in between, on observance of unsatisfactory performance or reports.

6. The Bank desires that the Stock & Receivable Auditors on its panel should not use name of the Bank on their stationery /letterheads 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 divulge such information to outsiders.
8. The Bank reserves the right to accept or reject any or all applications, without assigning any reasons whatsoever
9. The duly filled Bio data forms along with other relevant enclosures/documents should be submitted to the under noted address on or before **15.05.2025**

**ASST.GENERAL MANAGER (CPM)**

**STATE BANK OF INDIA**

2<sup>nd</sup> Floor, CCO Department, Local Head Office,  
Rotary Junction, Poojappura, Thiruvananthapuram – 695 012.

E mail – [agmcpm.lhotri@sbi.co.in](mailto:agmcpm.lhotri@sbi.co.in)

Contact No- 0471 2192205

(On Firm's/Company's Letterhead)

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

To,

Asst. General Manager (CP&M)  
State Bank of India  
2<sup>nd</sup> Floor, CCO Department  
Local Head Office  
Poojappura, Thiruvananthapuram  
Kerala – 695 012

Dear Sir,

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

SI No	Particulars	Details
1	Name of the Firm/LLP/Company	
2	Constitution (Proprietorship/Partnership/LLP/ Company)	
3	Registered/Communication address of the firm/Company	
4	Name of the Contact Person & Contact No (Mobile No & Land Line No)	
5	e-mail address	
6	Constitution Certificate No. /ICAI Registration No/Institute of Cost Accountant of India Reg No.	
7	Date of Establishment of the firm	
8	PAN/TIN No of the firm	
9	GST No	
10	RBI Unique Code & Category	
11	Date of RBI Unique Code	
12	Address of the Offices / Branches of the firm/company located in the Circle ( <b>Kerala &amp; Lakshadweep</b> ) along with Contact number and email address (Enclose documentary evidence)	
13	Nature of Present Activity of the firm/company	

14	<b>Details about the Firm /company</b>																																																																				
a)	Brief Profile of the Firm																																																																				
b)	If previously empaneled as stock auditor with SBI, date of empanelment. (Enclose copy of letter)																																																																				
c)	Whether the firm/company is currently serving as Statutory Auditor in SBI? If so, please furnish details.																																																																				
d)	Number of qualified Chartered Accountants/Cost Accountants available with the Firm/Company as Partners / Directors (in case of Companies, Firms and LLP)																																																																				
e)	Number of CAs/ Cost & Works Accountants with more than 5 years of experience (enclose documentary evidence)																																																																				
f)	Number of personnel employed in the Firm/Company with Engineering background to assist in conducting the stock and receivable audit																																																																				
g)	<b>Details of Proprietor/ all Partners/ all Directors</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Age</th> <th>Mobile No&amp; e-mail address</th> <th>Qualification</th> <th>Post qualification work experience (in years)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(enclose copy of certificates for educational qualification, copy of KYC document of prop/partners/directors)</p>			Name	Designation	Age	Mobile No& e-mail address	Qualification	Post qualification work experience (in years)																																																												
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h)	Number of office(s) located in Kerala & Lakshadweep																																																																				

15	If empanelled with other organizations / Government Departments, give details with supporting documents				
	<b>Name of the Bank /institution</b>		<b>Empanelled since</b>		<b>Valid upto</b>
16	Number of stock audit assignment completed during the last two financial years. (ie FY 2023-2024, 2024-2025)				
	<b>Name of the Bank</b>	<b>Number of Industries covered during the last 2 years</b>	<b>Number of assignments completed during the last 2 years</b>	<b>Average FB exposure of the client</b>	<b>Average time taken for completion of a single assignment</b>
	(Supporting letters for assignments/term of reference needs to be attached)				
17	If the Firm/Company has been debarred/delisted by any bank/organization in the past, please furnish the details				
18	Any other data/particulars you feel relevant/worth mentioning				

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

SI No	PARTICULARS
1	Brief Profile of the Firm/ Company
2	Copy of Constitution Certificate /ICAI Registration of Firm/ Institute of Cost Accountant of India Reg No.
3	Copy of Partnership deed (in case of a firm)/ CIN, MOA and AOA (in case of a Company)
4	Copy of address proof (for the office(s) based in Kerala as furnished in SI No.12)
5	Copy of Pan Card and GST reg No
6	Copies of the KYC of the proprietor/partner/Directors
7	Copies of documents supporting qualification and post qualification work experience of the Proprietor/Partner/Director dealing with Stock and Receivable Audit

8	Copy of Empanelment Letters of Banks as Stock & Receivable Auditors If already empanelled with SBI as SRA (copy of empanelment letter to be attached)
9	Copies of Letters for Assignments/Work Order/Appointment Letters to be attached in support of the details furnished SI No .16
10	Copy of IT Return of Last 2 Years
11	Declaration/Undertaking that the firm/Company is not engaged as a Statutory Auditor for SBI

**I/ We solemnly declare that:**

- I/ We are not statutory auditor of SBI or neither under cooling period and hence are eligible to conduct stock Audit for State Bank of India, for 2025-2028 period.
- I/ We have an 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.). I/ We declare that my /our name does not appear in the IBA Caution List. I/ We further confirm that in case of any such blacklisting/ depanelment, I/We shall inform you within 3 days of such action.
- I/ We have not been removed/ dismissed from service/ employment earlier.
- I/ We have not been convicted of any offence and sentenced to a term of imprisonment.
- I/ We have not been found guilty of misconduct in professional capacity.
- I/ We have not been an undischarged bankrupt or has not applied to be adjudicated as a bankrupt.
- I/ We solemnly declare that I/We will not undertake Stock & receivable audit of any firm/ Company in which I/We have a direct or indirect interest.
- 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.
- 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 prescribed by the Bank.

*(# Wherever additional sheets have been used, all the sheets should be duly signed by authorized signatory. KYC documents/Certificates may be self-attested)*

On the Behalf of the firm and to be signed by Proprietor (in case of proprietorship firm), all partners (in case of partnership firm & LLPs), all directors (in case of Company)

**Name of the firm:**

Signature	Signature	Signature
Name & Designation	Name & Designation	Name & Designation

Signature	Signature	Signature
Name & Designation	Name & Designation	Name & Designation

Date

Place