



The Andhra Pradesh State Cooperative Bank Ltd.

(A State Partnered Scheduled Bank)



International Year
of Cooperatives

NOTIFICATION

INVITATION FOR APPOINTMENT OF REVENUE AUDITOR FOR F.Y. 2024-25 (UPTO Q3)

S.No	Description	Details
1	Brief description of RFP	Applications are invited from eligible Chartered Accountants (CA) firms for conducting Revenue Audit of The Andhra Pradesh State Co-operative Bank Limited (APCOB), Head office, CTI and its 18 branches for the F Y 2024-25 (Up to Quarter 3).
2	Communication address for Submission of Bid	The Chief General Manager (IAD) The A P State Co-operative Bank Ltd., (APCOB), Door No:27-29-28, NTR Sahakara Bhavan, Govenorpet, Near HELP Hospital, Vijayawada-520002.
3	Opening date for submission of bid	07.02.2025
4	Last date for submission of bid (Hard Copy)	17.02.2025 till 05:00PM
5	Contact Details for attending Enquiries	The bidder should carefully examine and understand the requirements, terms and conditions of the RFP and may seek clarifications, if required. The intending bidders in all such cases should seek clarification/s in writing through email to iad@apcob.org (or) 0866-2429034/56 upto 17.02.2025 till 05:00 PM.
6	Date of Opening of Technical Bid	18.02.2025
7	Date of Opening of Financial Bid	18.02.2025 from the qualified Technical bidders.
8	Time line for Completion of Audit firm	15 working days
9	Due date for submission of Final Report	By 15.03.2025.
10	Website address	https://www.apcob.org/

Application Guidelines:

- a. Applying Audit firms can apply from 07.02.2025 to 17.02.2025 in application proforma prescribed by the Bank.
- b. Incomplete application or application without requisite enclosures will be rejected.
- c. Applying Audit firms should submit the **duly signed quotations/bids** through Hard Copies only and should reach on or before the last date of Submission of bid. Soft copies of the bids received will not be taken into consideration.
- d. Further, it is requested to submit the sealed quotation (Financial bid) along with the profile of Firm (Annexure-I) to the communication address mentioned above to the Bank within the prescribed time limit in hard copy.
- e. Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the Bank. Bank may, in its absolute discretion, seek additional information or any material from Audit firms after closure of RFP and all such information and material provided shall be taken to the part of Audit firms response.

Late Bids: In case of any bid received by the bank's official after the last date and time mentioned above for submission of bids shall be rejected and / or returned unopened to the Bidder, if so, required by him/her/firm.

Modifications and / or withdrawal of Bids: Bids once submitted by the Bidder will be considered as final, and no further correspondence will be entertained in this regard. No bid will be allowed to modify after the deadline specified for submission of Bids.

Eligibility Criteria:

- a. The audit firm should have been enrolled/registered in Institute of Chartered Accountants of India (ICAI).
- b. Audit firms having experience of bank audit for 05 years and more, will be considered.
- c. The audit firm name shall appear in the Diploma in Information System Audit (DISA) qualified list of CAs provided by ICAI and should have previous experience in conduct of Revenue Audit.
- d. The factors like number of FCA/ACA available with the firm, year of establishment, number of years of experience in the bank audit etc will play crucial role in selection of firm for conducting audit.
- e. The audit firms with minimum eligible criteria will be taken into consideration

for shortlisting of Audit firms

Minimum No. of CA's exclusively associated with the firms (Full Time)	Minimum No. of Partners exclusively associated with the firm (Full Time) (Out of 1)	Minimum No. of Professional Staff	Minimum No. of Audit Experience in Audit of Bank's
(1)	(2)	(3)	(4)
02	01	04	05 Years

Procedure for Empanelment:

The selection of chartered accountant firm as Revenue auditor of the Bank is completely based on the soundness and experience of the CAs/professional staff available and price quoted by the firm. The Bank reserves the right to finalize the CA firm and appoint as Revenue Auditor of the Bank for the F.Y.2024-25 (Up to Q3).

Award of Contract:

- Bidders to submit the quote for conduct of Revenue Audit for the AP State Cooperative Bank Ltd., based on the Broad Scope of Work detailed under Annexure – III.
- The Audit firm will be selected based on the Technical qualifications and the quote submitted.
- Bank will send the offer letter through e-mail to the selected Audit firm.
- Upon receipt of offer letter, the selected bidder shall submit the acceptance of the offer letter and shall also enter into a Contract agreement with the Bank.
- No conditional or qualified acceptance shall be permitted.

Payment Terms:

- Bank will issue Purchase Order and the selected bidder shall raise invoices in the name of APCOB with GST number and address.
- The selected bidder shall submit invoice and Report to Chief General Manager, APCOB, NTR Sahakara Bhavan, # 29-27-28, Governorpet, Vijayawada-520 002, Email: iad@apcob.org terms duly attesting on each page of the document.
- Payment will be released after receipt of Final report after deducting applicable TDS.
- The Payments will be released through NEFT /RTGS and the selected Bidder has to provide Bank details like Account No., Bank Name, Branch and IFS Code etc. after submission of the qualified and accepted mutual final

reports.

- e. All incidental expenses like TA, DA, HA and Transportation etc., should be borne by the Bidder. Local conveyance will be provided by Banks while visiting HO/Branches.
- f. No additional costs will be paid other than ones mentioned in this document.

Disclaimer:

In case it is detected at any stage that the firm does not fulfill the eligibility norms and it has furnished any incorrect / false information or suppressed any material fact(s), the application will stand cancelled. If any of these shortcomings is / are detected even after appointment, their services are liable to be terminated. Decision of APCOB in all matters regarding eligibility and selection would be final. No further representation or correspondence will be entertained by APCOB in this regard.

RAMACHANDRAIAH BANAVATHU

Chief General Manager (IAD)

07-02-2025

List of Annexures:

1. Annexure-I: Application to be submitted by the Audit firm
2. Annexure-II: Address of APCOB, HO, CTI & 18 Branches.
3. Annexure-III: Scope of the Audit
4. Annexure-IV: Quotation format