

## **EMPANELMENT OF STOCK AUDITORS / VALUERS**

### **GUIDELINES**

**State Bank of India invites application for Stock Auditors / Valuers**, those having their place of business in the State of Delhi, Uttarakhand, Rajasthan and the following districts of Uttar Pradesh and Haryana may send their offers:

**AGRA, ALIGARH, ETAH, FIROZABAD, HATHRAS, MAINPURI, MATHURA, BAGHPAT, BULANDSHAHR, GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, MUZAFFARNAGAR, SAHARNPUR, ROORKEE, GURGAON, SONEPAT, FARIDABAD, MEWAT, PALWAL may apply as per the following:**

#### **A. Stock Auditors**

- The Auditors should be from companies/firms of Chartered/Cost Accountants with **at least 3 years of experience**. Those companies/firms who have personnel with engineering background to assist in conducting the Stock Audit will be given preference.
- Those who are already empanelled with us/other banks/FIs and having good track record of handling the assignments will be given preference.
- Experience/competency in handling stock audit, adherence to the specified time frame, reasonableness of the charges and locational advantage will be taken into consideration.

#### **B. Valuers of Collateral Security**

- The valuers should be from companies/firms of engineers with **at least 3 years of experience**
- Members of the Institution of Valuers will be preferred.
- Those already empanelled with the Bank/other banks/FIs//LIC/GIC will be given preference.
- Experience, competence in handling such work, reasonableness of the charges and locational advantage will be taken into consideration.
- Registration with the Wealth Tax.

**2. THOSE ALREADY ON THE PANEL OF OUR BANK AND ALSO THOSE WHO HAVE SUBMITTED THEIR APPLICATIONS IN THE PAST FOR SUCH EMPANELMENT NEED TO APPLY DENOVO.**

**3. Bank reserves the right not to empanel any of the companies/firms etc. without assigning any reasons.**

4. **The parties / firms de-empanelled by our Bank or any other Bank / Financial Institutions will not be considered for empanelment with our Bank.**

5. The panel will be reviewed at yearly intervals & bank reserves the right to depanel any of the company/firm in between on observance of unsatisfactory performance/report.

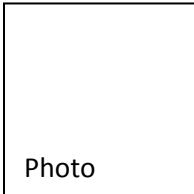
6. **Bio-data form placed as annexure A & B respectively for Stock Auditors & Valuers be submitted duly completed in all respect, which must reach at undernoted address on or before 16<sup>th</sup> July, 2014.**

**Deputy General Manager & CCO,  
CCO Sectt, 9<sup>th</sup> floor,  
Local Head Office,  
New Delhi – 110001**

**Contact No- 011-23407265**

**(On Firm's Letterhead)**

**BIODATA FOR EMPANELMENT AS STOCK AUDITORS**



No.

Date:

**State Bank of India,  
CCO Department,  
New Delhi LHO.**

We hereby apply for empanelment as **Stock Auditors** and furnish hereunder the requisite bio-data/ information/ documents.

1	Name of the Firm / Company	
2	Constitution	
3.	Date Established	
3	Registered/ Communication Address of the Firm/ Company	
4	Contact phone/ mobile Nos.	
5	PAN No/ TIN No.	
6	Nature of Present Activity of the Firm/ Company & since when	
7.	Revenue & Net Profit during the last 3 years	
8	Names, Educational/ Professional Qualification, Income, Phone No. & Addresses of Prop/ Partners/ Directors	
	Particulars of Registration/ Affiliation with the Institute of CA/ Architects/ Valuers/ Engineers, IT/ Wealth Tax Authorities (CBDT), RBI, any other Organization, as CA/ Architect/ Valuer/ Auditor/ Stock	

	auditor/ NBFC/ Auctioneer/ Mgt Consultants.	
9	Details of Present Set-up/ Infrastructure Available to deal with stock audit work	
10	Particulars of empanelment with other banks/ financial institutions	
11	Past Experience in audit/ stock audit (with names of clients, nature of tasks handled and results achieved).	
12	Furnish details if the firm has been depanelled by any bank/ organization in the past	

Note : Please attach self-attested photographs and photocopies of proofs relating to :

- a) Photographs of the prop/ all partners/ all directors.
- b) Identity & addresses of the firm and the prop/ all partners/ all directors.
- c) Partnership deed/ memo & articles of association of Company
- c) Qualifications & experience of the prop/ partners/ directors
- e) PAN/ TIN Card
- f) I.T. Returns (last 3 years)
- g) Empanelment with other banks/ institutions.
- h) Registration/ Affiliation with the Institute of CA/ Architects/ Valuers Engineers, IT/ Wealth Tax Authorities (CBDT), RBI, any other Organization, as CA/ Architect/ Valuer/ / Engineers/ Auditor/ Stock auditor/ NBFC/ Auctioneer/ Mgt Consultants

We solemnly declare that the information furnished above is complete and entirely true, and nothing has been concealed. We affirm that terms & conditions of State Bank of India relating to empanelment of Stock Auditors are acceptable to us.

For & On Behalf of Firm :

( Signatures )

Name & Designation

( Signatures )

Name & Designation

( Signatures )

Name & Designation

( Signatures )

Name & Designation

( Signatures )

Name & Designation

( Signatures )

Name & Designation

(All partners/ directors to subscribe their signatures.)

Encls :

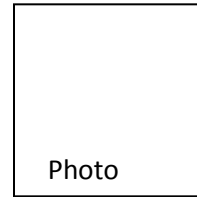
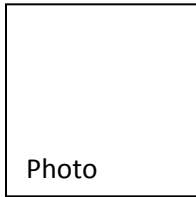
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**(On Firm's Letterhead)**

**BIODATA FOR EMPANELMENT AS VALUERS**

(Only those **persons** who are registered as valuers under Wealth Tax Act 1957. For a partnership firm, all the partners should be registered valuers.)



No.

Date :

**State Bank of India,  
CCO Department,  
New Delhi LHO.**

We hereby apply for empanelment as VALUERS of Assets and furnish hereunder the requisite biodata/ information/ documents.

1	Name of the Valuers	
2	Name of Business Firm / Company & Constitution	
3.	Date Established	
3	Registered/ Communication Address of the Valuers, Firm/ Company	
4	Contact phone/ mobile Nos.	
5	PAN No/ TIN No.	
6	Nature of Present Activity of the Firm/ Company & since when	
7.	Revenue & Net Profit during the last 3 years	
8	Names, Educational/ Professional Qualification, Income, Phone No. & Addresses of Prop/ Partners/ Directors	
	Particulars of Registration/ Affiliation with Wealth Tax Authorities (CBDT), Institute of Valuers/ CA/ Architects/ Engineers, RBI, any other	

	Organization, as Valuer/ Engineer/ Architect/ NBFC/ Auctioneer/ Mgt Consultants.	
9	Details of Present Set-up/ Infrastructure Available to deal with Valuation work	
10	Particulars of empanelment with other banks/ financial institutions	
11	Past Experience in Valuation And Property Management (with names of clients, nature of tasks handled and results achieved).	
12	Furnish details if the Valuer/ firm has been depanelled by any bank/ organization in the past	

Note: Please attach self-attested photographs and photocopies of proofs relating to:

- a) Photographs of the Valuers/ prop/ all partners (For a partnership all partners should be duly registered with Wealth Tax Act
- b) Identity & addresses of the firm and the prop/ all partners / directors.
- c) Partnership deed/ memo & articles of association of Company
- d) Qualifications & experience of the Valuers/ prop/ partners/ directors
- e) PAN/ TIN Card
- f) I.T. Returns (last 3 years)
- g) Empanelment with other banks/ institutions.
- h) Registration/ Affiliation with Wealth Tax Authorities (CBDT), Institute of Valuers/ CA/ Architects/ Engineers, RBI, any other Organization, as Valuer/ Engineer/ Architect/ NBFC/ Auctioneer/ Mgt Consultants.

We solemnly declare that the information furnished above is complete and entirely true, and nothing has been concealed. We affirm that terms & conditions of State Bank of India relating to empanelment of VALUERS of Assets are acceptable to us.

For & On Behalf of Firm :

( Signatures )                      ( Signatures )                      ( Signatures )  
Name & Designation              Name & Designation              Name & Designation

( Signatures )                      ( Signatures )                      ( Signatures )  
Name & Designation              Name & Designation              Name & Designation

(All partners/ directors to subscribe their signatures.)

Encls :

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