

## **DETAILS, TERMS AND CONDITIONS FOR STOCK AUDITORS:**

**State Bank of India, LHO, Bhubaneswar** invites application for empanelment as **Stock Auditors** from those having their place of business in the State of Odisha.

The Auditors should be from companies/firms (proprietorship/partnership) of Chartered/Cost Accountants with **at least 5 years of experience**. Those companies/firms who have personnel with engineering background to assist in conducting the Stock Audit may 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.

Those Auditors from companies/firms (proprietorship/partnership) which are otherwise ineligible should not apply.

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 should not apply for empanelment with our Bank.

5. The panel will be reviewed at suitable 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 for Stock Auditors is to be submitted duly completed in all respect, which must reach at undernoted address on or before 14<sup>th</sup> August, 2014.

Assistant General Manager (Audit)

Audit Department, 4<sup>th</sup> Floor

State Bank of India,

Local Head Office,

III/I Pandit Jawaharlal Nehru Marg

Bhubaneswar– 751001

**(On Firm's Letterhead)**  
**BIODATA FOR EMPANELMENT AS STOCK AUDITORS**

**Photo**

**Photo**

**Photo**

Asst.General Manager (Audit)  
 State Bank of India,  
 Audit Dept.,  
 Local Head Office,  
 Bhubaneswar.

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		
4	Register / Communication Address of the Firm / Company		
5	Contact phone / Mobile Nos.		
6	PAN No.		
7	TIN No.		
8	Nature of present Activity of the Firm / Company & since when		
9	Revenue & Net profit during the last 3 years		
10	Names, Educational / Professional Qualification, Income, Phone No., & PAN No. Address of Prop / partners / Directors		
11	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.		
12	Details of present set-up / Infrastructure Available to deal with stock audit work		
13	Particulars of empanelment with other banks / financial institutions		
14	Stock Audit	Name of the Bank	No. of Stock Audit Conducted 2012-13    2013-14
	Branch/ Circle/ Circle Statutory Auditors	Name of the Bank	year
15	Past experience in audit / stock audit (with names of clients, nature of tasks handled and results achieved).		
16	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 & address of the firm and the prop / all partners / all directors.
- c) Partnership deed / memo & articles of association of company.
- d) Qualification & experience of the prop / partners / directors
- e) PAN /TIN Card of firm, PAN of proprietor /partner / director
- f) IT 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 / 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  
(All partners / directors to subscribe their signatures.)

(Signatures)  
Name & Designation

(Signatures)  
Name & Designation

Encls:

- 1.
- 2.
- 3.
- 4.