

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.

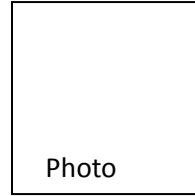
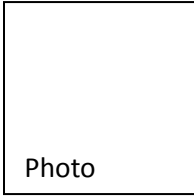
4. The panel will be reviewed at yearly intervals & bank resume the right to depanel any of the company/firm in between on observance of unsatisfactory performance/report.

5. 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 within 15 day from date of publication in Newspapers:

**Deputy General Manager & CCO,
CCO Sectt, 9th floor,
Local Head Office,
New Delhi - 110001**

(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.

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| 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.)

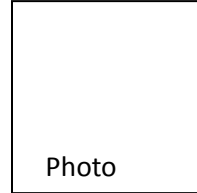
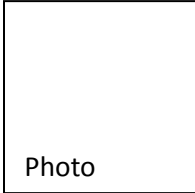
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(On Firm's Letterhead)

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 | |

| | | |
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| 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)
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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