

Annexure 'D'

**APPOINTMENT OF AUDIT FIRMS FOR CONCURRENT AUDIT OF
TREASURY OPERATIONS.**

State Bank of India, having its Corporate Centre at Mumbai is India's leading Public Sector Bank having all India presence, branch network of over 12000 branches is interested in engaging an Audit firm of repute and proven track record to carry out the concurrent audit of its Treasury Operations on an on going basis, initially for a period of 6 months, subject to extension.

The Bank seeks applications from qualified, reputed and competent professional Audit firms primarily fulfilling the following criteria:

- i] As on 1st December 2009 the audit firm should have
 - a. Minimum 7 full time Chartered accountants, of which at least 5 should be full time partners exclusively associated with the firm. These partners should have minimum continuous association with the firm i.e. one each should have continuous association with the firm at least for 15 years and 10 years, two with a minimum of 5 years each and one with a minimum of one year. Four of the partners should be FCAs. Also at least two of the partners should have minimum 15 and 10 years experience in practice. In case the paid Chartered Accountant available with the firm without any break was admitted as a partner of the said firm at a future date, his association with the firm as a partner will be counted from the date of his joining the firm as a paid Chartered Accountant.
 - b. the number of professional staff (excluding typists, stenographers, computer operators, secretary/ies and sub-ordinate staff etc.), consisting of audit and articled clerks with knowledge in book-keeping and accountancy and are engaged in outdoor audit should be minimum 18.
 - c. the standing of the firm should be at least 15 years which would be reckoned from the date of availability of one full time FCA continuously with the firm.
 - d. Should have minimum 3 years experience in Central Statutory Audit of Large Bank.

e. Should have handled and completed in the last 3 years Audit of Treasury Portfolio of LARGE SIZE Bank in India (minimum Treasury size of Rs.20,000 crs).

f. at least one partner of the firm or its paid Chartered Account must possess CISA / ISA qualification.

- ii) Should have qualified staff in related activities for undertaking the assigned work and competency to perform up to global benchmarks / standards.
- iii) Should have full-fledged Offices in Mumbai and Kolkata with complete infrastructure.
- iv) Should be aware of recent trends in the Banking and Finance Sector with special emphasis on Treasury Operations (Forex and Indian Rupee)

Firms already empanelled by other Public Sector Banks shall be given preference.

Firms complying with the above requirements may submit their application form in attached format in a sealed envelope, by ordinary India Post Mail. Submission of Application in person will not be accepted. Envelop should be marked on the top as **'Application for Treasury Concurrent Audit'** to the address given below, on or before **5th January, 2010 before 5:00 p.m..**

All pages of the application should necessarily bear rubber stamp of the Audit firm with initials of the authorized official. Incomplete applications or applications received after the aforesaid date will not be considered. Based on the profiles, the Bank will short list Firms, who will be invited to make a presentation to an in-house committee.

The Bank reserves the right to modify the above selection criteria depending on the applications received and Banks emerging needs. Bank also reserves the right to accept or reject any or all applications or cancel the whole process without assigning any reason whatsoever.

Address for sending Application

Chief General Manager, State Bank of India, Global Markets,14th Floor, State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai 400 021.

Format Of Application
For Concurrent Audit of Treasury Operations
(on official letter-head)

The Chief General Manager
STATE BANK OF INDIA
Global Markets
Corporate Centre,
14th Floor,
State Bank Bhavan,
Nariman Point
Madame Cama Road
Mumbai – 400 021.

Dear Sir,

Application for appointment as Concurrent Auditors of Treasury Operations

Please find enclosed information concerning us for consideration of our firm to carryout concurrent audit of your Treasury Operations.

We agree to undertake the project, if allotted by you, as per the mutually agreed scope of work. We hereby declare that our firm/ company does not have any pecuniary liability or any claim / pending legal proceedings against us or any other cause which hampers our ability to render services as envisaged. If the aforesaid representations / declaration or information in the Annexure is found to be not correct or true, the Bank shall be entitled to terminate the engagement / contract or initiate suitable action as deemed fit & appropriate by the Bank.

Date:

Authorized Signatory

(Name -)

PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF
APPOINTMENT

1.	Name of the Organization	
2.	Address with e-mail	
3	Presence in how many countries (Provide list of these countries)	
4	Presence in how many towns in India (Provide list of these towns with address)	
5	Year of establishment	
6	Constitution (Company/ Firm etc) and Net Worth	
7	Names of the Directors/ Partners/ Proprietor with Qualification, Experience and no. of continuous association with firm	
8	Name of the chief consultant	
9	Name and address of Bankers	
10	If Income Tax Assessee, furnish PAN no. Furnish IT clearance Certificate	

11	What are your field activities? Mention the fields in the order of preference	
12	Details of Whole Bank Audit works /Central Statutory Audit done in the past 5 years	
13	Number of Qualified Auditors in the firm.	

(If any column space is not sufficient, a separate sheet may be used, duly mentioning the column number and description.)

Where copies of documents are enclosed, the same should be clear Xerox copies certified by the concerned Banks

Authorized Signatory

(Name -)

**PARTICULARS IN RESPECT OF WHOLE BANK AUDIT/
CONCURRENT AUDIT ASSIGNMENTS HANDLED IN
PSU BANKS / PRIVATE BANKS DURING LAST 5 YEARS**

<i>Sr.No</i>	<i>Name of the Bank</i>	<i>Short description of work</i>	<i>Person incharge from client side with his contact no.</i>

Proof in support of the above may be furnished

KEY PERSONNEL PERMANENTLY EMPLOYED

<i>Sr. No</i>	<i>Name</i>	<i>Designation</i>	<i>Qualification</i>	<i>Experience</i>	<i>Years with the firm</i>	<i>Any other matter</i>

Authorized Signatory

LIST OF AUDIT ASSIGNMENTS ON HAND (With Special reference to Banks and Treasury Audit)

<i>Sr. No</i>	<i>Name of the Bank</i>	<i>Details of work</i>

Please furnish proof of the above details

Authorised signatory