

NOTICE INVITING APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT/FIRM

In pursuance of decision of Co-operation Department, Government of West Bengal, it has been decided to empanel eligible individual Chartered Accountants and Chartered Accountant Firms for compiling unutilized assets (Fixed Assets) of various co-operatives and also collection and compilation of various doubtful and bad advances which have the possibility of recovery & other purposes.

Terms of Reference/Scope of Work

- i) To ascertain Fixed Assets of the Bank of which un-utilized (Non-Banking Assets).
- ii) To examine documentation of various doubtful and bad loans & Advances having possibility of Recovery.
- iii) Suggestive measures to be adopted for recovery of Bad & Doubtful Assets of the Bank as per extant norms of Banking Industrial Practice.

For this purpose applications in sealed envelopes are invited from individual Chartered Accountants and Chartered Accountant Firms for Empanelment to conduct the above mentioned work.

Eligibility: 1) For Chartered Accountant Partnership Firms:

- a) Minimum 2 years of existence
- b) At least 3 (Three) technical/Audit staff, excluding typist, stenographers or office staff.
- c) Experience of the firm in similar work is preferable.

2) For individual Chartered Accountants in practice / Proprietorship firms.

- a) Minimum 2 years of post qualification professional experience.
- b) At least 3 (Three) technical/Audit staff, excluding typist, stenographers or office staff.
- c) Experience of the professional in similar work is preferable.

Professional Fees: Rs. 9,000/- (Rupees Nine thousand) only for each Unit plus any Travelling Allowance and Boarding & lodging expenses as may be incurred. No other expenses are allowable.

Travelling Allowance IT.A.I It is allowable in case the unit in question is beyond 50 Kms. from the registered address of the firm/individual professional. The T.A. shall be allowed on submission of documentary evidence of such travel and in absence of such document, 60% of the amount claimed shall be allowed. In all cases the travelling cost should not exceed 10% of the total professional fees chargeable. In other cases local conveyance is allowable.

Boarding & Expenses: It is allowable in case the unit in question is beyond 50 Kms. from the registered address of the firm/individual professional. For partners/proprietor, on twin sharing basis, maximum Rs. 1,500/- per day and for technical staff, on twin sharing basis, maximum Rs. 1,000/- per day. Expenses shall be reimbursed on submission of original documents and in absence of such, 60% of amount claimed shall be paid. In all cases the boarding & lodging cost should not exceed 25% of the professional fees chargeable.

The department shall conduct an interview of eligible firms/professionals and thereafter form a panel of firms/professionals. The department reserves the right to allot work to eligible candidate/s and reserves the right to modify or cancel the list as it may deem fit from time to time. The department also reserves the right to modify the fee from time to time as may be necessary.

Any declaration Submitted by a firm found false at a later stage shall entail the firm to be summarily rejected and may also be subjected to legal proceedings.

The firms/individual professionals are requested to send in their resume along with self attested copies of documents in relation to eligibility criteria mentioned above in a sealed envelope superscripting "**Empanelment of Chartered Accountants for compiling unutilized assets of Co-operatives & other purposes**" by 31st July, 2017, to: Special Officer, The West Bengal State Co-operative Bank Ltd., 24A Waterloo Street, Kolkata 700 069.