

**NOTICE INVITING APPLICATION
FOR
APPOINTMENT AS STATUTORY AUDITOR**

Bankers Institute of Rural Development (BIRD), Lucknow invites applications from interested Chartered Accountant/ firm of Chartered Accountants for appointment as a Statutory Auditor for FY 2023-24 and FY 2024-25, extended up to FY 2025-26 subject to satisfactory performance. The applicants, who intend to participate in the process, may submit their application in the prescribed format. The application form may be downloaded from www.birdlucknow.nabard.org.

- The application complete in all respects shall be submitted only through registered post /speed post in the manner specified in the document “Notice Inviting Application For Appointment AS Statutory Auditor”.
- Last date for receiving applications completed in all respect is 06.02.2024 up to 03:00 PM. Application received after due date & time and other than through registered post / speed post will not be considered.
- Application format has to be downloaded from website (www.birdlucknow.nabard.org).
- Individuals/firms, which are presently providing their services and those, which have completed their services for the FY 2022-23 to BIRD Lucknow, need not apply.
- BIRD reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

**-sd/-
Director**

NOTICE FOR APPOINTMENT AS STATUTORY AUDITOR

- Bankers Institute of Rural Development (BIRD), Lucknow invites applications for appointment as Statutory auditor for audit of book of accounts of the BIRD for the FY 2023-24 and FY 2024-25 from the eligible individuals and proprietorship/partnership firms fulfilling the criteria appended to this notice in the format annexed along with the supporting documents.
- The engagement may be extended for FY 2025-26 subject to satisfactory performance.
- The application in prescribed format (annexed), complete in all respects, along with all supporting documents as stated in the application format, must reach the office of the BIRD through **speed post/registered post only** on or before 06.02.2024 up to 03.00 PM.
- Eligible firms may submit their proposal in two sealed envelopes indicating clearly 'Envelope No 1' – (Eligibility Criteria) containing biodata of main partner & auditor, details of work experiences or assignment handled, and 'Envelope No 2' – Price Quoted. Both envelopes may be put in a bigger envelope which may be super scribed with “ Application for appointment as Statutory auditor”.
- The application in sealed envelope with inscription '**APPLICATION FOR APPOINTMENT AS STATUTORY AUDITOR**' should be sent to:-

**The Director, Bankers Institute of Rural Development
(BIRD), Sector H, LDA Colony, Kanpur Road, Lucknow -
226012.**

- Applications, which are not duly filled up and/or lacking required supporting documents, shall be treated as 'REJECTED'. Any complete application received after the above mentioned cut-off date and time shall be treated as REJECTED.
- BIRD's decision on selection shall be final and no communication in this regard shall be entertained. BIRD reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

- All individuals/firms intending to apply are requested to go through the appendix for eligibility criteria and other norms before sending application. Any query in this regard may be sent by email to: bird@nabard.org.

APPENDIX

Eligibility Criteria and other norms for engagement of Statutory Auditor

1. Eligibility criteria for engagement

1.1 Minimum criteria

- The applicant should be a qualified Chartered Accountant or a firm of Chartered Accountants, registered with Institute of Chartered Accountants of India.
- The applicant should have post-qualification practicing experience of at least 10 years with at least 2 years experience in statutory audits in autonomous statutory body/Council/Society/PSUs/Govt. Departments/Financial Institutions / Banks. In case of firms, the experience of the Managing / Senior partners shall be considered as the experience of the firm.
- The applicant individuals / firms must be income tax assessee.
- Firm should have average minimum turnover of Rs 20 Lakh for last three financial years.
- Firms should be in existence for more than 15 years and should have office preferably in Lucknow or in the state of Uttar Pradesh.

1.2 Additional / Preferred Criteria

- Empanelment with Comptroller and Auditor General of India (CAG) as statutory auditor shall be treated as a preferred qualification.
- Where there are common partner(s) in more than one firm, only one of such firms may be considered for empanelment.
- In case of firms, firms WITH AT LEAST 01 FCA partner will be preferred.
- Firms having 01 partner as CISA/DISA qualifications will be preferred.

1.3 Negative Criteria

- The auditor against whom complaints have been registered with CBI / SFIO / police / court of law &/or blacklisted CAs/Firms shall not be eligible
- The auditor convicted of any offence and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/or WT Act &/or Gift Tax Act &/or Service Tax Act, shall not be eligible.
- An undischarged insolvent shall not be eligible for engagement.

2. Selection Procedure

- Applications (**as per format given in Annexure-I**) received from the eligible firms with in due date and time (on or before 06.02.2024 up to 03.00PM) and completed in all respect, shall be shortlisted by the selection committee at BIRD.
- The price bids of only shortlisted applicants will be opened and the appointment of statutory auditor will be done based on lowest rate quoted.
- Selected Individual/Proprietorship firm/ Partnership firm will be given assignment at a time for the FY 2023-24 and FY 2024-25. However, the engagement may be extendable for FY 2025-26 subject to satisfactory performance.

3. Performance review of auditor

- There shall be periodical review (annual) of the performance of the auditor engaged by BIRD.

4. Compliance of Standards and Procedures

- The audit reports must be prepared and submitted by the auditor in the format approved by BIRD upon execution of job, as per terms of appointment given by BIRD at the time of award of work.

5. Independence and Objectivity

- The selected statutory auditor shall act with independence, integrity and objectivity. They shall undertake all audit works with an independent mind and shall not come under influence of anybody. The engaged auditor shall not be related to any of the personnel in BIRD.

6. Professional Fees

- The fee shall remain same for the audit work for FY 2023-24, FY 2024-25 and FY 2025-26.
- The work will be awarded on the basis of the lowest fee quoted by the firms / individuals (L1 basis). The fee quoted by individuals/firms will be inclusive of TA/DA and out of pocket expenses etc. No other claims will be entertained.
- Fees for Statutory Audit will be a maximum of Rs.44,250/- p.a. plus GST as applicable.

Annexure -I
****Statutory Auditor's / Statutory Auditor Firm's Letterhead**
Application format for appointment as statutory auditor

No.:

Date:

The Director,
Bankers Institute of Rural Development
Sector H, LDA Colony
Kanpur Road
Lucknow 226012

Dear Sir / Madam,

I/we hereby apply for appointment as Statutory Auditor and furnish hereunder the requisite bio data/ information / documentation for your consideration

1. Name of the Applicant :

2. Constitution : Individual / Proprietorship / Partnership

3. Firm's Details

Address : _____

Phone No. : _____

Email : _____

Date of establishment : _____

Membership/ affiliation details with Institutes of Chartered Accountants

Name of the Body	Member since	Membership type	Membership No.

4. Firm's PAN / TAN : _____

5. Practicing as auditor since : _____

6. Experience of statutory audit since : _____

Statutory audit handled in last 3 years with name of clients	Attach separate sheet if required
Statutory audit (of Autonomous Statutory Body) handled in last 3 years with name of clients	

7. Details of present set up / infrastructure :
available to deal with statutory audit works

8. Details of existing empanelment : _____

9. Names of proprietor / all : 1
partners (also mention : 2
managing/key/senior partner) : 3
4
...

10. Particulars of individual/proprietor/partners
Particulars for each partner are to be provided (separate pages may be used for each partner to provide information in prescribed format)

11. Personal details :

Name		Nationality	
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Son/daughter/wife of		Sex	
Date of Birth		Age	
PAN		Telephone	
Address		Mobile	
		Email	

12. Educational / Professional qualifications :

Sr. No.	Qualification	Nature*	University/ Institution/Examining Body	Date of award

* Graduate degree /diploma / Post-graduate degree/diploma/certificate / Professional certificate

13. Membership / affiliation details :

Name of the Body	Member Since	Membership Type	Membership no.

14. Whether proprietor/partner of any other firm, If so, name and address

: _____

15. Duration with the applicant firm :

16. Whether empanelled / registered with :

17. others as statutory auditor, If so give details :

18. Undertakings / Declarations

18 (i) . I/We do hereby undertake that **[strike out which is not applicable]**

I/we/none of our employees are ex-employee of your organisation,

OR

I/... of our partners/... of our employees was/were ex-employees of your organisation (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment since last 3 years or more.

AND

I/We shall not induct/employ any partner/employee during the tenor of our engagement as an auditor, who is/are within the abovementioned cooling period of 3 years from the date of retirement / resignation

18(ii). I/We do hereby solemnly declare and affirm that

- ✦ I/We have not been removed/dismissed from service/employment earlier
- ✦ I/We have not been convicted of any offence and sentenced to a term of imprisonment
- ✦ I/We have not been found guilty of misconduct in professional capacity
- ✦ I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958
- ✦ I/We am/are not undischarged insolvent(s)
- ✦ There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law
- ✦ I/We have not been blacklisted/depanelled by any bank/FI/IBA/others in the past

19. I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of BIRD relating to appointment as statutory auditor are acceptable to us and I/We also undertake to keep the BIRD informed of any events /happenings which would make me/us ineligible for statutory auditor.

20. Additional information, if any

For & on behalf of (Firm)

Date:

Place:

(Signature)

Name

Designation

(Signature)

Name

Designation

[All partners to subscribe their signatures]

List of enclosures:

1..... 2..... 3..... 4..... 5.....
6..... 7..... 8..... 9..... 10.....

Self-attested documents to be provided along with the application

- ✦ Identity and address proofs of the applicant statutory auditor/proprietor/all partners
- ✦ Copy of registered partnership deed (in case of partnership firms)
- ✦ Copies of PAN Card of the applicant statutory auditor/proprietor/all partners
- ✦ IT returns of last 3 financial years
- ✦ Copies of empanelment with Comptroller and Auditor General of India (CAG) as auditor/proprietor/all partners
- ✦ Evidences of professional qualifications and experience of the applicant statutory auditor/proprietor/all partners
- ✦ Evidences of experience as a statutory auditor of Educational Institution
- ✦ Evidences of existing empanelment, if any, with Autonomous Bodies, Institutions, financial institutions, Banks, Societies, Government authorities/departments, etc.

