Malda District Central Co-operative Bank Ltd.

(West Bengal Government Partnered Bank)

HO: Sarju Prasad Road, Malda-732101
Phone: 03512-257013 E-mail: maldadccbltd@maldadccb.bank.in
E-mail CEO: ceo@maldadccb.bank.in
www.maldadccb.org

Ref. No. HO/RR/REVENUE AUDIT/894

Date: 19/08/2026

Notice Inviting Quotation for Revenue Audit

Malda District Central Co-operative Bank invites applications from practicing firms of Chartered Accountant Firms within India, in the prescribed format, for Revenue Audit of the Bank for the Financial Year 2025-26.

Eligibility Criteria for Empanelment:

a. The CA firm should preferably be a partnership concern having experience in this field. The Bank may also consider the sole proprietorship concerns and in that case they would be required to submit a declaration that they are full time practicing Chartered Accountants and are not employed elsewhere and do not have any other business interest with the Bank.

b. The Audit firm should not have been disqualified by any Bank IBA/RBI/ICAI, while taking-up audit work on earlier occasions.

c. Weightage would be given to the CA firms where the partners themselves are ex-bankers or the firm(s) has got tie-up with ex-bankers with requisite experience and exposure.

d. It is to be ensured that the audit firm or any sister / associate concern / network firm is not conducting the statutory audit of the Bank or any of its branches.

e. Weightage will be given to a firm having exposure in conducting audit of the Bank branches for public sector / major private sector/ District Central Cooperative Banks.

f. The firm should have necessary office set up and adequate personnel to ensure proper deployment and timely completion of the assignments.

g. The assignment should be carried out in a professional manner and in case of any misconduct or negligence, the Bank is free to report the matter at any time to ICAI/IBA/RBI. This will be in addition to the dis-engagement from the Audit assignment.

h. The firm will not be allowed to sub-contract the audit work assigned to any outside firm or other persons even though such persons are qualified Chartered Accountants.

i. A declaration to be furnished by the firm that credit facilities availed by the firm or partners of firm in which they are partners or directors, including any facility availed by a third party for which the firm or its partners are guarantor/s, have not turned non-performing asset or are existing non- performing assets, as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would be immediately terminated, besides the firm being liable for any action under ICAI/ RBI/IBA guidelines.

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j. The firm should execute undertaking of fidelity and secrecy on its letter head in the format prescribed by the Bank.

k. Any other terms and conditions of the assignment as decided by the Bank from time to time.

Purpose of Revenue Audit

The purpose of Revenue Audit is the audit of items governing income and expenditure. It will be conducted with a view to verify the accuracy, relevance of expenditure incurred and income earned according to applicable circulars, notifications, policies, etc.

Scope of Work

The Scope of Work will consist of:

- Verification of all income heads and expenses heads with respect to income recognized and expenses charged.
- Correct recovery of charges as per the applicable schedule of charges.
- Application of Interest on advances, such as :
    - Correct classification of accounts product wise and interest wise.
    - Correct interest rate as per terms of sanction.
    - Correct calculation of interest charged by the system.
    - Concessions given to the borrower in the rate of interest on loans. Whenever there is a revision of rates, the impact thereof on the concessions.
    - Recovery of additional interest as per sanction letter in case of adhoc cash credit/overdraft limits sanctioned from time to time.
    - In case of advance against Fixed Deposit/NSC/KVP/LIC, rate of interest charged thereon.
    - In case of revision of interest rates during the year or as per review sanction letter, the revised interest rate is applied in the system from relevant date of applicability.
- Application of Penal Interest on Advances, if applicable.
- Verification of NPA Accounts.
- Loan Processing charges as per sanction terms and charter of service charges.
- Commission Charges.
- Locker Rent.
- All other service charges as per service charges circular.
- Reversal of interests paid or interest on premature deposits.
- Interest paid on Savings Accounts, Fixed Deposits, at the correct rate of interest.
- Reversal of Interest Paid/Correct Interest paid on premature closure of fixed deposits.
- System Parameters are in place for recovery of charges and there is no revenue leakage.
- Reconciliation of Bank Accounts
- Reconciliation of various Accounts and charges of various Settlement Accounts.
- Recovery of charges for services rendered for ATM/IMPS/POS/MOBILE BANKING, etc.
- Any other things as required.

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Terms and Conditions:

(a) Empanelment:

Applications received from the Chartered Accountant firms in response to the notification, within the given time limit fulfilling the prescribed eligibility criteria shall be empanelled by the Bank.

(b) Engagement of Revenue Auditors & other conditions

i. Suitable firms would be identified and be approved taking into account their experience and exposure, similar activity carried out for the Bank or other banks, availability of adequate trained resources, location of the audit unit etc. Such approved Audit firms would be issued letters of engagement by the Head Office of the Bank.

ii. The auditors should adhere to the audit coverage strictly as per the scope and as may be decided by the Bank from time to time.

iii. The auditors should not undertake any other activities / assignment on behalf of the branch or unit, other than the activities for which they are engaged, without obtaining the concurrence of the Head Office, in writing.

(c) Period of Audit/Assignment:

The Period of Audit / Assignment is only for **Financial Year 2025-26.**

(d) Performance Review:

The performance of the empanelled firm will be review after completion of the Revenue Audit.

(e) De-empanelment:

The empanelled firm may be de-empanelled at the Bank's sole discretion. If the performance of the auditor is found unsatisfactory or any serious act of omission or commission is noticed in their working, their engagement may be cancelled at any point of time. If felt necessary, the matter may be reported to ICAI and/or RBI/IBA/ NABARD for necessary action.

(f) Time Limit, Address for Submission and opening of the Quotations:

The application has to be submitted to the following address within **5 p.m. of 22.09.2026.**

Addressed to:
The Chief Executive Officer,
Malda District Central Cooperative Bank Ltd.
Head Office: Sarju Prasad Road, P.O. & District – Malda,
Pin – 732101, West Bengal.

Opening of the Quotation will be on **24.09.2026** at afore-stated address at **12.30 p.m.** and the participants may remain present at the time of opening.

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(g) Documents to be submitted with the application.

The eligible Firms / Sole Proprietors are required to furnish an application duly signed by the authorised person, self-attested photocopies of all documents in support of their credentials including firm registration certificate.

In case any of the information furnished by the Firm in application found to be inconsistent, the selection of the Firm will be cancelled forthwith. Further, if any such inconsistency(ies) noticed subsequent to engagement even post verification of documents, the engagement will be discontinued with appropriate reporting of Firm's name to RBI/NABARD/IBA/ICAI etc.

The Bank shall send engagement letter to the selected Chartered Accountant firm / Sole Practitioner. However, CA firm which do not get our letter of engagement are to be treated as ***'not selected'*** and ***no further correspondence shall be entertained in respect of fate of their application.***

THE BANK RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION AND ANNUL THE PROCESS AT ANY TIME WITHOUT ANY LIABILITY AND ASSIGNING ANY REASON THEREOF.

(h) Selection of Auditor:

The applications received by the Bank would be screened by the Bank, which will consider empanelment of CA firm based on their experience, qualifications, number of partners, seniority, CA firms having tie-up with Ex-Bankers etc. and any other factor considered necessary by the Committee for which the decision of the Bank shall be final.

Merely meeting the eligibility criteria shall not automatically entitle the firm for empanelment. After empanelment, the work will be allotted as and when need arises at the sole discretion of the Bank. The empanelment will not give any right to the empanelled firms for carrying out the assignments. The Bank reserves its right to cancel any or all the offers without assigning any reason whatsoever. Selection of Auditors shall be made from among the applications received from the chartered accountant firms by the Management of the Bank.

Terms of Payment:

The audit fees shall be paid to the firm as decided by the Bank from time to time and mentioned in offer letter for allotment of assignment, on submission of the relevant audit reports and the relevant bill along with supporting documents.

No out-of-pocket expenses or travelling allowance/ halting allowance would be paid to the Auditors.

However, Goods & Service Tax etc. would be paid as applicable in addition to the Audit Fees. The payment to the Auditors would be subject to deduction of TDS at the applicable rates.

19/08/2026

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