



# The Howrah District Central Co-operative Bank Ltd.

*Legacy of a Century*

Uluberia, Dist: Howrah, PIN: 713316. Ph: 033-3570-2749, [dccbhowrah@howrahdccb.com](mailto:dccbhowrah@howrahdccb.com), [www.howrahdccb.com](http://www.howrahdccb.com)

Ref. No.: HWB/HO/640/2025-26

Date: 11/07/2025

## NOTICE INVITING e-TENDER

**[Expression of Interest for Appointment of "CONCURRENT AUDITOR"]**

**LAST DATE FOR SUBMISSION OF APPLICATION ON 23.07.2025**



Howrah District Central Cooperative Bank Ltd invites online applications from practicing firms of Chartered Accountants within India in the prescribed format, who had already been empanelled with NABARD for conducting Statutory Audit of DCCB and also are willing to be appointed as Concurrent Auditor of the Bank through online e-Tendering System Portal <https://www.tenderwizard.com/eproc>.

### I. ELIGIBILITY CRITERIA FOR EMPANELMENT:

- The audit firm should be a partnership concern of Chartered Accountants having experience in the field.
- The audit firm should have qualified Information System Auditor (CISA/DISA) with necessary exposure of system audit. Since all the branches of Howrah DCCB Ltd are fully computerized, awareness of the computerized system must be an essential factor of audit of the bank.
- The audit firm should not have been disqualified by any Bank, IBA/RBI/ICAI, while taking-up audit work on earlier occasions.
- The audit firm should execute undertaking of fidelity and secrecy on its letter head in the format prescribed by the Bank.
- The audit firm should be empanelled with NABARD/RBI

### II. SCOPE OF CONCURRENT AUDIT:

- Areas covered in the Bank's Standard format for Concurrent Audit specify the scope of Concurrent Audit. Concurrent Auditor would examine all the transactions and identify the ones which are not as per the Bank's laid down rules/circulars and guidelines/instructions received from regulators & authorities like Govt. of India, Reserve Bank of India & NABARD/Cooperative directorate etc. from time to time.
- Concurrent Auditors will also get rectified all the irregularities identified by them during the course of the audit. Quarterly Concurrent Audit reports should reach Branch/ Head Office by the 10th day of the month succeeding the quarter of reporting, pointing out the remaining irregularities/deficiencies for rectification, with reasons as to why these were not rectified.
- Comment on Bank's policies or evaluation of the decisions taken by Branch Managers/authorized officials are beyond the scope of concurrent audit. However, the auditor would necessarily have to see whether the transactions or decisions are within the policy parameters laid down by the Bank and whether they violate their instructions or policy



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prescriptions of the Bank/RBI and that they are within the delegated authority of the concerned officials.

### III. REQUIREMENTS FROM AUDIT FIRMS:

- a) Bank would provide to the concurrent auditors a suggestive/illustrative checklist of items/areas to be checked daily/weekly/monthly/quarterly and concurrent auditors should identify the deficiencies/irregularities in accordance with the checklist.
- b) Concurrent Auditors shall be required to get rectified all the irregularities identified by them during the course of Audit and report only those irregularities, which remained un-rectified, with reasons as to why the same were not rectified and submit the Concurrent Audit Report within 10 days of the month succeeding the quarter of reporting to Branch/Head Office.
- c) The concurrent auditor would also be required to report immediately to the Bank's higher authorities wherever any serious irregularity or transactions involving *mala fide*, corrupt practices and gross indiscipline or any fraudulent transaction is detected by them.
- d) The Monthly Audit Reports shall be required to be submitted in an approved structured format, which would be provided to the auditors by the Bank. The reports should be submitted within 10 days from the end of the month to which the report relates. Suitable penal provisions would be applicable for delayed submission of audit reports. The firms should strictly adhere to the format and the time limit.

### IV. TERMS & CONDITIONS:

#### a. Engagement of Concurrent Auditors & other conditions:

- i. Suitable firms would be identified for each assignment 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 Concurrent Auditor's firms would be issued letters of engagement by the Audit & Inspection Department.
- ii. The tenure of the concurrent auditor would be initially for one year and would be subject to fresh renewal every year and can be extended maximum up to a period of three years overall at bank's discretion.
- iii. After completion of specified maximum period of three years, cooling period of one year would be observed for a firm to become eligible for engagement. This will be purely at the discretion of the Bank and no rights whatsoever accrue to the firm for such engagement.
- iv. The concurrent auditors should adhere to the audit coverage strictly as per the scope as may be decided by the Bank from time to time.
- v. The concurrent 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, Audit & Inspection Department in writing.





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## **b. Period of Audit/Assignment:**

External Audit firms if selected would be engaged initially for a period of one year from the date of appointment which may be extended further for a maximum of two years in satisfactory performance of audit for the branches/offices identified for concurrent audit.

## **c. Performance Review:**

The performance of the appointed firm would be periodically reviewed, at least once a year and if found satisfactory, may continue for a maximum period of three years by renewing the contract. But if unsatisfactory, then the Bank may remove the name of the Concurrent Audit firm from the panel of the bank for a minimum period of two years.

The performance of the empanelled Concurrent Audit Firms would be reviewed with the following yardsticks:

1. Quality of Audit Reports.
2. Timely completion of audit assignment and submission of report.
3. Effort taken for on the spot rectification of irregularities.
4. Making the staff aware about the implication of the deficiencies irregularities pointed out.
5. Detection of the income leakage
6. Level of compliance of Various Statutory /legal/Bank's laid down system and procedure at the Branch.
7. Any other parameter which the Bank may decide/determine from time to time.

## **d. De-empanelment:**

The empanelled firms may be de-empaneled at the Bank's sole discretion. If the performance of the concurrent 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 for necessary action.

e. The Online application only shall be considered submitted between **14<sup>th</sup> July 2025 to 21<sup>st</sup> July 2025**. Please note that while filling up online application, the system will display the APPLICATION ID and PASS ORD at the top of second page of online application i.e. after clicking SAVE & NEXT button of first page. Please note the same immediately for your future reference.

After Final SUBMISSION of the application, the system will not allow to edit or modify your application. Please take the print of your submitted application immediately after clicking FINAL SUBMISSION for your future reference and record.

## **f. Documents to be submitted with the application:**

No documents need to be uploaded with online application except **(i) Copy of Partnership deed, (ii) Copy of constitution Certificate issued by the ICAI, (iii) Copy of PAN, (iv) Appointment Letter of latest assignment as Statutory Auditor in Nationalised / Co-operative Bank (if**





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any), (v) **Appointment Letter of latest assignment as Nationalised / Co-operative Auditor in Co-operative Bank (if any)**. But in the event of any Firm being selected for engagement as concurrent auditor of any of our branches, they are required to furnish printed copy of online application duly signed by the authorized person, attested photocopies of all documents in support of their credentials furnished in application for verification and record. The originals will be returned after verification. In case any of the information furnished by the Firm in application found to be inconsistent with Original documents, 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/IBA/ICAI etc. The Bank shall send appointment letter to selected Chartered Accountant firm. However, CA firms which do not get our appointment 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.

**g. Evaluation of applications:**

The applications received by the Bank would be screened by Chief Executive Officer of the Bank who will consider empanelment of CA firms on a scoring system based on their experience, CISA/DISA qualifications, number of partners, seniority, CA firms having tie-up with Ex-Bankers etc. and any other factor considered necessary by the Chief Executive Officer for which the decision of the Chief Executive Officer and Board of Directors 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. There will be a criterion for Evaluation for the purpose of selection of Concurrent Auditor.

- h. The entire concurrent audit must be done following the guideline of NABARD/ RESERVE BANK OF INDIA considering time to time amendment of the circular to be issued by them.
- i. Bank management including Head of Internal Audit, if required, they may assign any additional task which is required time to time for smooth operation of banking works for which no additional payment will be made.
- j. Periodical meeting to be conducted by the bank at regular interval of quarterly basis. The Concurrent Auditor will have to be joined in that meeting if verified.





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- k. Auditors are at liberty to call a meeting with the higher authority if required for any discussion, findings during their checking etc.
- l. Firm's ID card is mandatory (Name, Designation, Signature, Photograph & Firm's Address should be mentioned in ID card)

## V. REPORTING:

**i) Flash Report:** The day to day irregularities in operation if observed to be rectified through this report. Auditor will submit the report immediately on his findings to the Branch Manager of the concerned branch. The Said Branch Manager will rectify those defects /irregularities instantly. Unsolved or unattended defects if left out must be given in the Normal Report. Periodicity of this report may be daily, monthly depending on the circumstances.

**ii) Normal Report:** This report to be submitted to the Head of the Internal Auditor with a copy to the Chief Executive Officer of the Bank. The periodicity of the normal report is on quarterly basis & must be submitted within 10 (Ten) days of the succeeding quarter. Unsolved defects and other important observation of the concurrent auditor must be discussed with the auditor.

## V. PAYMENT TERMS:

The audit fees shall be paid to the firm after receipt of quarterly reports from all our branches. The following schedule of fees being paid by the Bank depending on the volume of advances at the branch.

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

1. 20% of payment to be given after end of first quarter on submission of reports.
2. 20% of payment to be given after end of second quarter on submission of reports.
3. 20% of payment to be given after end of third quarter on submission of reports.
4. 20% of payment to be given after end of fourth quarter on submission of reports.
5. Balance 20% to be paid within one month after the fourth installment payment.

Any query on submission of application may be emailed to [deputy@howrahdcceb.com](mailto:deputy@howrahdcceb.com). Please furnish your mobile no. in the query request for easy and quick resolution of issues.





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## VI. BRANCHES TO BE CHECKED AND FREQUENCY PER WEEK:

The audit staff with proper knowledge and qualification should visit the branches at least as per schedule given below:

SI No.	Name of the Branch	Visit required in weekly basis (Excluding Partner/Partners)
1.	Amta	2 days
2.	Shyampur	2 days
3.	Udaynarayanpur	3 days
4.	Jhikira	2 days
5.	Uluberia	3 days
6.	Bargachia	1 day
7.	Howrah	2 days
8.	Bagnan	1 day
9.	Belpukur	2 days
10.	Ranihati	1 day
11.	Belari	1 day
12.	Begri	1 day
13.	Penro	1 day
14.	Head Office	1 day





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## EVALUATION PARAMETER

Sl. No.	Criteria	Scale	Full Marks	Marks obtained
1.	Existence of the Firm	More than 15 Years	10	
		Less than 10 Years	5	
		Less than 5 Years	0	
2.	DISA/ CISA Qualified	More than 2	10	
		Up to 2	5	
		No DISA	Nil	
3.	Concurrent Audit Experience in Co-operative/ Commercial Bank	More than 10 Years	10	
		Less than 10 Years but more than 5 Years	5	
		Less than 5 Years	0	
4.	Experience in DCCB Statutory Audit	More than 3 Banks	10	
		3 or less Banks	5	
5.	Empanelled with NABARD		10	
6.	No. of Partners	More than 8 nos.	10	
		Less than 8 nos. but more than 5 nos.	5	
		Less than 5 nos.	0	
7.	Experience in Statutory Central Audit of Nationalized Bank	More than 3 Banks	10	
		Less than 3 Banks but more than 1 Term	5	
8.	Certification in Concurrent Audit by ICAI	More than 2	10	
		Up to 2	5	
9.	No. of Staff	20 and above (including article =5)	10	
		Less than 20	5	
10.	System Audit/ Migration Audit Exposure		10	

N.B. To be supported by documents/ certificates. In absence of documents no credit will be considered. **Minimum marks for consideration for e-Tender: 50**

- **Date of downloading Tender : 14.07.2025 at 12:00 Noon**
- **Last Date of downloading : 19.07.2025 upto 10:00 am**
- **Last Date of Submission of the Tender : 21.07.2025 upto 11:00 am**
- **Date of opening of Technical Bid : 22.07.2025 upto 11:00 am**
- **Date of opening of Financial Bid : 24.07.2025 upto 11:00 am**





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## BIODATA FORMAT

APPLICATION FOR INCLUSION OF NAMES THE PANEL OF  
CHARTERED ACCOUNTANTS (CONCURRENT AUDIT) of HOWRAH DCCB LTD.

1.	Name of the Audit firm:	:	
2.	Registration No.	:	
3.	Date of Establishment:	:	
4.	Registered Address:	:	
5.	Address for communication:	:	
6.	PAN No.:	:	
7.	Phone No. (Head Office):		
8.	Mobile No. for Communication:		
9.	Fax No.:		
10.	E-mail ID:		
11.	No. of Branches:		

Name of Branch	Name of the Branch Head	Address	Phone / Mobile No.

8.	<b>Constitution (Partnership)</b>	:			
	(Copy of Partnership deed, copy of constitution Certificate issued by the ICAI certifying the constitution of the firm & branches as on date 31.03.2024 & copy of PAN to be enclosed.) If there is any change after 31.03.2024 latest certificate and latest partnership deed may be submitted.				
9.	Particulars of Partners	:			
Sl.No.	Name	Age	ICAI Membership No.	Whether Passed DISA* / (Xerox copies of the certificates to be enclosed)	Whether FCA or ACA





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\*(Certificate of practical training or Eligibility test are not at all required.) If any partner is not full time partner, please mention the same against his name in Bold letters.)

10. **Past Experience of important Bank Assignment (Experience of Firm only to be mentioned. Separate experience of partners with any other firm is not to be mentioned.)-** Details of the important bank assignment (s) completed in the last 5 years and those in hand at present.  
a) **Experience of statutory Audit of Nationalized Bank :**

Name of Bank	Name of Branch	Year

(Copy of appointment letter for latest assignment to be enclosed)

- b) **Experience of Concurrent Audit of Nationalized Bank and / or Cooperative Bank:**

Name of Bank	Name of Branch	Year

(Copy of appointment letter for latest assignment to be enclosed)

13. Whether the firm or any partner have ever been debarred by ICA/Reserve Bank India. If yes, details to be mentioned.
14. **Any Other Details:**  
We here by confirm that firm/any partner was not statutory auditor or associate concern (as defined by RBI) of statutory auditors of branch of Howrah District Central Cooperative Bank Ltd. for the previous/current year & we are not disqualified under any of grounds given in sec. 141 of the Companies Act. 2013.  
We here by confirm that the details / information furnished above are/is true and correct (if any detail furnished above is found incorrect later on, the bank has the right to terminate the Assignment, if given any without giving any notice.)  
We also hereby declare that if our name is included in the Bank's list of approved CAs/Consultants, we will undertake to do the tasks entrusted to us in the best interest of the Bank.  
We abide by the rules and regulations of the Bank in force from time to time and will always keep the Bank's interest foremost in mind.

**Signature of all partners with ICAI Membership Nos.  
Name and Office Seal**

Place / Date:





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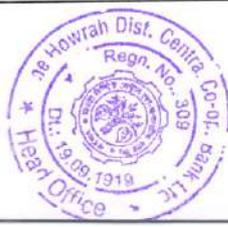
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## Annexure I

### Minimum Audit Programme for Concurrent Audit

Sr. No.	Items
<b>A</b>	<b>Cash transactions -Verification</b>
(i)	Surprise physical verification of cash at branch and ATM along with safekeeping and custody.
(ii)	Daily cash transactions, particularly any abnormal receipts & payments.
(iii)	Surprise verification of cash by an officer other than the joint custodian
(iv)	Proper accounting of and availability of insurance cover for inward and outward cash remittances
(v)	Accounting of currency chest transactions and delays/omission in reporting to RBI
(vi)	Reporting of Counterfeit Currency
(vii)	All cash transactions of Rs:10 lakh and above reported in CTR
(viii)	That all cash transaction of Rs 50,000 and above invariably indicate Pan No./Form 60
<b>B</b>	<b>Clearing transactions-Verification</b>
(i)	Reconciliation with bank's account at Clearing House and review of old outstanding entries for reconciliation.
(ii)	Drawings allowed against uncleared instruments-sanction by the controlling authority.
<b>C</b>	<b>Remittances/Bills for Collection-Verification</b>
(i)	Remittance of funds by way of DDS/TTS/MTs/TC/NEFT/RTGS any other mode in cash exceeding the prescribed limit
(ii)	Documents of title (lorry receipts, railway receipts, etc.) obtained in favour of the bank and the concerned transporters are on the IBA approved list
(iii)	Outstanding balance in DP and other transit accounts pending payment beyond prescribed period
<b>D</b>	<b>Deposits-Verification</b>
(i)	Adherence to KYC/AML guidelines in opening of fresh accounts and monitoring of transactions in such accounts
(ii)	Large term deposits received and repaid including checking of repayment of term deposit in cash beyond permissible limit
(iii)	Accounts opened and closed within a short span of time i.e., accounts with quick mortality
(iv)	Activation and operations in inoperative accounts
(v)	Value dated transactions





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(vi)	Settlement of claims of deceased customers and payment of TDRs against lost receipts and abstention of indemnities, etc. To check revival of dormant accounts and accounts with minimum activities
(vii)	Examination of multiple credits to single accounts.
<b>E</b>	<b>Treasury operations -Verification (For HO)</b>
(i)	If branch has acted within HO instructions for purchase and sale of securities
(ii)	Periodic confirmation of Derivative contracts with counterparties.
(iii)	Adherence to regulatory guidelines with respect to Treasury deals/structured deals
(iv)	Controls around deal modification/cancellation/deletion, wherever applicable
(v)	Sample check some of the deals and comment on the correctness of computation
(vi)	Checking of application money, reconciliation of SGL account, compliance to RBI norms
(vii)	Checking of custody of unused BR Forms & their utilization in terms of Master Circular) on Prudential Norms on Classification, Valuation and Operations of Investment Portfolio by banks.
(viii)	To ensure that the treasury operations of the bank have been conducted in accordance with the instructions issued by the RBI from time to time.
<b>F</b>	<b>Loans &amp; Advances-Verification</b>
(i)	Report Bills/cheques purchased, if in the nature of accommodation bills
(ii)	Proper follow-up of overdue bills purchased/discounted/negotiated.
(iii)	Fresh loans and advances (including staff advances) have been sanctioned properly and in accordance with delegated authority
(iv)	Reporting of instances of exceeding delegated powers to controlling/head office by the branch and have been confirmed or ratified by the competent authority.
(v)	Securities and documents have been received as applicable to particular loan.
(vi)	Securities have been properly charged / registered and valued by competent person. Whether the same has been entered in the bank's system.
(vii)	All conditions of sanction have been complied with.
(viii)	Master data relating to limit, rate of interest, EMI, moratorium period details have been, correctly entered and updated /modified in the system.
(ix)	Value dated entries passed in advances accounts
(x)	Post disbursement supervision and follow-up is proper, such as timely receipt of stock and book debt statements, QIS data analysis of financial data submitted by borrower, (verification of





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	securities by third parties, renewal of limits, insurance, etc
(xi)	Whether there is any misutilisation of the loans and whether there are instances indicative of diversion of funds
(xii)	Compliance on prudential norms an income recognition, asset classification and provisioning pertaining to advances
(xiii)	whether monthly updating of drawing power in the computer system on the basis of stock statements/book debt statement/ other financial data received from the borrowers
(xiv)	Recovery in compromise cases is in accordance with the terms and conditions of the compromise agreement
(xv)	To check review and renewal of loans
<b>G</b>	<b>ALC/BG-Verification</b>
(i)	LC/BG issued/amended as per the approved format/model guarantee prescribed and standard limitation clause incorporated. Whether counter indemnity obtained as prescribed.
(ii)	Any deviation from terms of sanction in regard to margin, security, purpose, period beneficiary, collection of charges, commission/fee, etc.
(iii)	Whether payment is made to the debit of party's account on due date without creating overdraft/debiting suspense, in case of deferred payment guarantee.
<b>H</b>	<b>Certification</b>
(i)	Certification of DEAF Accounts (RBI) on monthly basis
(ii)	Certification of other reports / statements as and when required

(Sounak Banerjee)  
Chief Executive Officer





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## **E-Tender process to be followed**

Tendering Service Provider M/s. Antares Systems Ltd. through the website <https://www.tenderwizard.com/eproc>.

Following activities will be conducted online through above website:

- Submission of Technical Bid & Price Bid by the Vendor
- Opening of Technical Bid & Price Bid by the Bank
- Clarification, if any, sought by the Bank
- On-line evaluation by the Bank

Representatives of Vendors will be given training for e-Tendering by the Service Provider namely M/s Antares Systems Ltd.

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc> through the "**Register**" link provided on the home page. **Registration charges in e-Tendering Website is Rs.2,000/- plus GST.**

Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to the bidders/vendors by service provider M/s Antares Systems Ltd:

- Support to the Bidders for participating in the bids through e-tendering Website.
- Call center support/ email/phone/mobile etc, in all possible medium.
- Registration with the e-tendering website.
- User Manual/Training Kit to the Bidder
- Any no. of users of Vendor/ Bidder organization can take support on the e-tendering system.
- Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines. Using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact with M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same.

In case bidders need any clarification regarding online participation, they can contact

### **Antares Systems Ltd.**

**Registered Office at: #137/3,**

**'Honganasu' Kengeri, Bangalore Mysore Road,**

**Bangalore-560 060, India,**

**Ph: - 080-4935-2000/ 080-4048-2000**

**Fax: 080-4935-2034**

**Help Desk: 9073677150/151/152/ 9674758723/26/ 9708966660/ 9044314492/ 033-4604 6611/ 080-4048-2100**

Contact Person: Mr. Kushal Bose/ Mr. Biswajit Chakraborty -Mobile no. 09674758719/ 09674758723

(On working days-0900 hours-1800 hours)

e-mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com), [biswajit.c@antaressystems.com](mailto:biswajit.c@antaressystems.com)



**The Howrah DCCB Ltd.**

Uluberia, Dist. Howrah : PIN - 711316

e-Tender No. HWB/HO/630/2025-26 dated 11-07-2025

NAME OF WORK: e-TENDER FOR CONCURRENT AUDIT OF THE HOWRAH DCCB LTD

**FINANCIAL BID**

Name of the Firm				
Address of the Firm				
GST Reg No.				
PAN NO:				
Phone/Mobile no.				
E-Mail ID				
Sl No.	PERIOD	FEES FOR THE PERIOD (IN FIGURES AND WORDS)	TAXES AS APPLICABLE (CURRENTLY GST 18%) (IN FIGURES AND WORDS)	TOTAL (IN FIGURES AND WORDS)
1	01.04.2025 TO 31.03.2026			

NOTE: The concurrent audit fees will be excluding all applicable taxes.

No out of pocket expenses or others allowance would be paid to the concurrent audit firm. Taxes are levied separately.

