

NOTICE INVITING APPLICATION FOR EMPANELMENT OF STOCK AUDITORS & VALUERS

United Bank of India invites applications from the interested professionals/firms of professionals for empanelment as Stock Auditor/Valuer for conducting audit of stock & receivables hypothecated to the Bank /valuation of immovable and movable properties including plant and machinery etc.

Stock Auditors/Valuers/Chartered Engineers who are already empanelled with the Bank are also required to apply afresh as a new panel will be formed.

Terms & Conditions for appointment and methodology for application/selection are furnished in **Annexure-I.**

Eligible professionals/firms of professionals, who are agreeable to the Terms & Conditions, may apply to the address mentioned below, as per format given in Annexure-II and the application should reach on or before 30.04.2012 to the following address:

NOTICE INVITING

Sr. Manager (Credit)

**United Bank of India, Head Office,
3rd Floor, Credit Operation Deptt.
11, Hemanta Basu Sarani,
Kolkata-700001**

Place: Kolkata

Date:

General Manager (Credit)

Annexure-I

TERMS AND CONDITIONS FOR EMPANELMENT OF STOCK AUDITORS / VALUERS

1. The applicant should possess the following criteria for selection:

- Professional expert depending upon their respective area of specialization should be a member/fellow of (a) The Institute of Chartered Accountants of India, (b) The Institute of Cost & Works Accountants of India, (c) The Institution of Valuers.
- Professionals applying for empanelment as valuer must be registered u/s 34AB & 34AC of the Wealth Tax Act, 1957.
- Key person should not be over 70 years of age and at least one partner should be below 65 years of age.
- The professional expert should be an income tax assessee.
- Not de-listed/de-empanelled by IBA or any institution/organization including our Bank in the past.
- List of employee/director/promoter attached with the Company/Firm.
- In case of company/firm where ex-employee of our Bank is a partner or is engaged in any other capacity such as employee/director/promoter etc. such Company/Firm will be eligible for empanelment after a cooling period of three years from the date of retirement of the Bank's employee.

3. Mere application by the professionals / firms of professional shall not entitle them automatically for empanelment and Bank's decision in this regard shall be final.

4. The Bank shall intimate all the selected professionals / firms of professional of their empanelment.

5. In respect of professionals/ firms of professional, which are not being selected, no communication will be sent by the Bank and no further correspondence will be entertained.

6. If there is any change in the constitution of the firm it shall be informed to the Bank immediately for our records/ consideration.

7. In case of any firm of professionals, applying for empanelment, at least one professional of that firm must confirm all of the above mentioned criteria.

8. A declaration indicating that the person is not having any direct/indirect interest in the entrusted job is to be submitted before being entrusted any job and undertaking is to be furnished by such ex-employee of the Bank to the effect that during his/her last three years' of service in our Bank, he/she was not involved in any manner in the decision making process for sanction of credit limit to the borrower in question.

Annexure-II

FORMAT FOR APPLICATION FOR EMPANELMENT OF VALUERS/STOCK AUDITOR/ PROFESSIONALS

Name of the Applicant	:	
Constitution	:	
Address, telephone number and e-mail address of the Applicant	:	
Name of the key person with his Professional Qualification(s)	:	
Date of birth of the key person(s)/promoter (enclose proof for date of birth)	:	
Name of other partners/staffs and their professional qualification & experience.	:	
Name of other Banks/Financial Institutions where the valuer/stock auditor/ professional is already empanelled and since when. (Certificate of empanelment be enclosed)	:	
Name of the professional bodies of which he/they is/are member along with membership/ registration number: (Individual as well as of Firm/company). (Certificate be enclosed)	:	
PAN/GIR Number with last two (2) years IT assessment orders	:	
Gist of important assignments undertaken during the last 5 years	:	
Any other relevant information	:	
Whether the promoter has any business relation with an employee/ ex-employee of the United Bank of India	:	
Whether presently empanelled with United Bank of India (refer date of letter issued by Bank in respect to empanelment)	:	
Fee charged for various services (in detail)	:	

		SIGNATURE OF THE APPLICANT
1) Enclose two Pass Port size photographs of key persons.		
2) Copy of valid trade license		
3) In case of company/ partnership firm, the signed photographs of all the persons who are authorized to sign the audit/ valuation report have to be affixed.		
4) In case of company/ partnership or proprietorship firm authorized signatories should affix his signature under seal of the company/firm.		
5) Strike out whichever is not applicable.		
6) Use extra sheet for any additional information.		

