

DETAILS, TERMS AND CONDITIONS FOR STOCK AUDITORS

Indian Overseas Bank invites application, in the prescribed format, for empanelment of firms of Chartered Accountants for **Stock Audit**. The firms fulfilling the criteria may apply (Details are available on Bank's website www.iob.in)

- The firm of Chartered Accountants (proprietorship/partnership/company) should have **at least 5 years' experience**. Those companies/firms which have personnel with engineering background to assist in conducting the Stock Audit would be preferred.
- Those firms which have already conducted Stock Audit for the Bank and/or having good track record / empanelled should **apply afresh**.
- Experience/competency in handling Stock Audit, adherence to the specified time frame, reasonableness of the charges, would be given weightage.
- The companies/firms which are de-empanelled by our Bank or any other Bank/FI should not apply.
- Bringing in outside pressure / reference shall entail disqualification.
- Bank reserves the right to decide to empanel.
- Bank shall not entertain any correspondence regarding empanelment.
- The panel will be reviewed at suitable intervals & Bank reserves the right to de-panel any of the company/firm any time on account of unsatisfactory performance/report.
- Format of Bio-data of the company / firm (for Stock Auditors) is available (as Annexure A hereto and is to be submitted by **Speed Post only**, duly completed in all respects, so as to reach the undernoted address on or before **27.11.2015**.

General Manager (Inspection)
Indian Overseas Bank
Central Office
763, Anna Salai
Chennai 600 002

(On Firm's Letterhead)

BIODATA OF THE FIRM OF CHARTERED ACCOUNTANTS
FOR EMPANELMENT AS STOCKAUDITORS

Article I. General Manager (Inspection)

Indian Overseas Bank
 Central Office
 763, Anna Salai
 Chennai-600 002

We hereby apply for empanelment as Stock Auditors and furnish hereunder the requisite bio- data / information / documents.

1	Name of the Firm / Company	
2	Constitution	
3	Date Established	
4	Registered / Communication Address of the Firm Company	
5	Contact phone / Mobile Nos.	
6	PAN No.	
7	TIN No.	
8	UCN NO.	
9	Present Activity of the Firm / Company & since when	
10	Revenue & Net profit during the last 3 years	
11	Names, Educational/ Professional Qualification, Phone No., PAN No. Address of Prop / Partners / Directors (Details as per record of ICAI/RBI)	
12	Particulars of Registration / Affiliation with professional bodies /	
13	Details of Stock Audits conducted for other banks / FIs institutions	
	Name of the Bank	Stock Audits (last 3 yrs)
		Year Name of Account

Note: Please attach the following::

- Self-attested Photograph of proprietor / all partners / all directors
- Qualification & experience of all the prop / partners /directors, each in not more than 100 words
- PAN/TIN/UCN number of the firm , PAN of all Prop/partners/directors

We solemnly declare that the information furnished above is complete and true. No material information adversely affecting us is concealed. We affirm that the terms and conditions relating to Bank's empanelment of Stock Auditors are acceptable to us.

For & on behalf of firm / company

Photo	Photo	Photo	Photo
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(Signature) Name & Designation	(Signature) Name & Designation	(Signature) Name & Designation	(Signature) Name & Designation
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(All Partners/Directors to subscribe their signature)

Enclosures:

- 1.
- 2.
- 3.
- 4.
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