

Credit Review & Monitoring Division, Head Office, Plot no.4, Sector 10, Dwarka, New Delhi – 110075

Applications are invited from eligible firms of Chartered Accountants / Cost Accountants and individual CAs/Cost Accountants possessing necessary qualifications/expertise for empanelment as Stock & Receivable Auditors. The empanelment will be based on merits and the bank reserves the right to reject any application without assigning any reason whatsoever may be. Interested firms / individuals may submit their application, latest within 21 days from the date of publication of this advertisement. For further details, please visit our website www.pnbindia.in under "Tenders/Empanelment" section.

General Manager
Credit Review and Monitoring Division, Head Office,
New Delhi

**CREDIT REVIEW & MONITORING DIVISION, HEAD OFFICE
WING 'B', 3rd FLOOR, SECTOR - 10, DWARKA, NEW DELHI - 110075**

Date: 19.09.2024

Last Date of submission: 09.10.2024

EMPANELMENT OF STOCK & RECEIVABLES AUDITORS

Punjab National Bank, Credit Review & Monitoring Division, Head Office invites applications from reputed firms of Chartered Accountants/Cost Accountants and individual CAs/Cost Accountants for empanelment for the purpose of conducting Stock & Receivable Audit at various locations.

1. Eligibility :

- a) Firm of Chartered Accountants / Individual CAs / Cost Accountants / Firms of Cost Accountants, who have at least 5 years' standing and at least one of the partners should be a Fellow of the Institute of Chartered Accountants of India (FCA).
- b) The firm/partners should be practising full time and not part time.
- c) They should have adequate staff and infrastructure with sufficient experience in conducting stock audit of banks.
- d) The firm to be empanelled should have a good track record and should preferably be on the approved panel of some of the leading Commercial Banks/NBFCs except Co-operative Banks/RRBs/LABs.

2. Duration of empanelment:

- a) The duration of empanelment will be for a period of 3 years from the date of empanelment.
- b) The performance of the empaneled auditors will be reviewed every two years by appropriate authority for continuation thereafter.

3. How to apply:

- a) The applicant shall apply only through one Zonal Office of PNB (**Parent Zone**), under whose geographical jurisdiction the registered Office/Head Office of the stock & receivable audit firm is situated.
- b) Further, if the applicant is having multiple branch/offices and is interested in empanelment from other multiple zones where its branch/office is situated, they can apply to aforesaid Parent Zone for the same. The applicant shall submit necessary documents of its other Branch/Offices with the application.

List of Zones with address of respective Zonal Office is given as per **Annexure-I**. For any query, please contact the Nodal Officer as mentioned in the Annexure.

4. The firms / individuals already empaneled need to apply afresh.

5. Other conditions:

- a) The applicant firm / individual should not have been debarred by RBI/ ICAI/any other apex body / regulatory body.
- b) The applicant firm / individual should not have been found guilty of misconduct in professional capacity.

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- c) The applicant firm / individual should not have had any adverse case against them and should not have been convicted of any offence and sentenced to a term of imprisonment.
 - d) The applicant firm / individual should not have been de-paneled by any bank / FI from carrying out stock / receivables verification work.
 - e) The Stock Auditor shall submit the report maximum within four weeks from date of allotment.
 - f) Mere qualifying in all the parameters will not confer any right of empanelment as an independent cost / chartered accountant for stock audit. The empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.
 - g) In cases where the chartered accountant firm has been found to be indulging in unfair practices, guilty of professional misconduct, violating the code of ethics and professional practices, it shall be removed from the panel.
6. The firms / individuals desirous of applying may submit their application in the prescribed format as per **Annexure-II** and Undertaking as per **Annexure-III** along with relevant enclosures / documents (KYC, Address proof, Constitution detail, membership no/ registration no., PAN, MOA etc) to the nearest/ applicable zonal office within 21 days of this notice for further action.

The incomplete application/required document shall not be considered under any circumstances.

Notwithstanding the above, the bank reserves the right to amend / modify any terms and conditions of empanelment and withdraw the advertisement without any notice.

Authorized Signatory

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ANNEXURE-I

NAME & ADDRESS OF THE ZONAL OFFICES OF PNB

| S. No | Name of Zone | Complete address of ZO | Email id | Contact Details |
|-------|--------------|---|--|---|
| 1 | Agra | Punjab National Bank, Zonal Office Agra, 3rd Floor, 1-2, Raghunath Nagar, Agra-282002 | zoagracredit@pnb.co.in | 1. Vikas Kumar Jha, Chief Manager-7726010700 2. Naval Kishor Abrol, Manager-8126926325 |
| 2 | Ahmedabad | Punjab National Bank, Zonal Office Ahmedabad, 4th Floor, Chanakya Building, Near Dinesh Hall, Off Ashram Road, Ahmedabad-380009 | zoahmcredit@pnb.co.in zoahm@pnb.co.in | 1. Rajan Nair, Chief Manager-8460034809 2. Ravindra Kumar, Manager-9649171749 |
| 3 | Amritsar | Punjab National Bank, Zonal Office Amritsar, Plot No 10, B Block, Ranjeet Avenue, Near Old Passport Office, Amritsar – 143001 | zoasrcrmd@pnb.co.in | 1. Abhishek Anand, Chief Manager-8053545583 2. Sumeet Khurana, Senior Manager-8968688168 |
| 4 | Bhopal | Punjab National Bank, Zonal Office Bhopal – 2 nd Floor, PNB House, Jail Road, Arera Hills, Bhopal (M.P.) 462011 | zobplsamv@pnb.co.in | 1. Kajal Verma, Chief Manager-8439151869 2. Perna Xalxo, Senior Manager-8085134513 |
| 5 | Bhubaneswar | Punjab National Bank, Zonal Office Bhubaneswar, Plot No.-J/3, Revenue Plot No.-1561(P), At-Jagamara, Po-Khandagiri, Bhubaneswar-751030 Odisha | zobbsrcrmd@pnb.co.in | 1. Abhismita Pattanaik, Chief Manager - 7718885739 2. Prasanta Kumar Panda, Manager-9437426535 |

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| | | | | |
|----|------------|---|--|--|
| 6 | Chandigarh | Punjab National Bank, Zonal Office Chandigarh, SCO 31-42, Bank Square, Sector-17B, Chandigarh - 160017 | fgmochdcrmd@pnb.co.in | 1. Narendra Kumar Singh, Chief Manager - 9310753879 2. Rohit Sharma, Senior Manager- 9041772133 |
| 7 | Chennai | Punjab National Bank, Zonal Office Chennai, 4th Floor, PNB Towers, 46-49, R H Road, Royapettah, Chennai-600014 | zochncrmd@pnb.co.in | 1. Lakshmanaraju Chief Manager- 8008292937 2. Deepak Singh, Sr. Manager- 9452508648 |
| 8 | Dehradun | Punjab National Bank, Zonal Office Dehradun, 2nd floor, Radha Palace, 78 Rajpur Road, Dehradun- 248001 | zoddncrmd@pnb.co.in | 1. Sandhya, Chief Manager- 8979997333 2. Samir Bhatnagar, Senior Manager- 9917839288 |
| 9 | Delhi | Punjab National Bank, Zonal Office Delhi, 2 nd Floor, 7 – Africa Avenue, Bhikaji Cama Place, New Delhi – 110 066 | zodelcrmd@pnb.co.in | 1. Manish Kumar Singh (AGM)- 8652122611 2. Neelam Sharma Senior Manager- 9557210101 |
| 10 | Durgapur | Punjab National Bank, Zonal Office Durgapur, Red Cross Road, City Centre, Durgapur- 713216, West Bengal | zodgpcrmd@pnb.co.in | 1. Pradeep Agarwal, Chief Manager- 7595828180 2. Sushanta Karmakar, Manager- 9749574995 |
| 11 | Guwahati | Punjab National Bank, Zonal Office Guwahati, Hem Baruah Road, Panbazar, Guwahati 781001 | zoguwcrrmd@pnb.co.in | 1. Satyendra Yadav, Chief Manager- 9814788014 2. Ravi Prakash Senior Manager- 9706221311 |

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| | | | | |
|----|-----------|---|----------------------|---|
| 12 | Hyderabad | Punjab National Bank Zonal Office Hyderabad, 6-1-73, 2nd Floor, Saeed Plaza, Lakdi-Ka-Pul, Hyderabad-500004 | zohydcrrmd@pnb.co.in | 1. Naren Dutta, Chief Manager-9830715085 2. R. Veeranjanyulu, Manager-9885945480 |
| 13 | Jaipur | Punjab National Bank, Zonal Office Jaipur, 3rd & 4 th Floor, 2 – Nehru Place, Lalkothi Jaipur – 302015 | zojprcrmd@pnb.co.in | 1. Nirmal Kumar Nahar, Chief Manager-8657419735 2. Hemraj Meena, Senior Manager-9828386875 |
| 14 | Kolkata | Punjab National Bank, Zonal Office: Kolkata, United Tower, 3rd Floor, 11 Hemanta Basu Sarani, Kolkata-700001 | zokolcrmd@pnb.co.in | 1. Surajit Mandal, Chief Manager-9800025611 2. Diwakar Kumar, Senior Manager-9002935558 |
| 15 | Lucknow | Punjab National Bank, Zonal Office Lucknow, Plot - TC56, Vibhuti Khand, Gomti Nagar Lucknow-226010 | zolckcrmd@pnb.co.in | 1. Ashok Kumar Sharma, Chief Manager-9915688336 2. Shubha Singh, Senior Manager-9984422061 |
| 16 | Ludhiana | Punjab National Bank, Zonal Office Ludhiana, Site No. 5, Ferozepur Road, Ludhiana, 141012 | zoldhcrmd@pnb.co.in | 1. Rohit Juneja, Chief Manager-8800462221 2. Lovkesh Kumar, Senior Manager-8283810818 |
| 17 | Meerut | Punjab National Bank, Zonal Office Meerut, 3rd Floor, Vedvyas Puri, Meerut 250003 (UP) | zomrtcrmd@pnb.co.in | 1. Sumit Kumar Gupta, Chief Manager-9810481191 2. Naval Soni, Manager-9871380865 |

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|----|----------|---|---|--|
| 18 | Mumbai | Punjab National Bank, Zonal Office Mumbai, Third Floor C-29 G Block BKC Opp Jio Garden Gate no 10,BKC Bandra East Pin 400 051 | zomumcrmd@pnb.co.in | 1. Divesh Chadgaonkar, Chief Manager- 8454049593 2.Akshay kanwat Sr. Manager-9990892099 |
| 19 | Patna | Punjab National Bank, Zonal Office Patna, R Block, Chanakaya Towers, Patna-800001 | fgmptncredit@pnb.co.in zoptncrmd@pnb.co.in | 1. Krishnakant Kumar, Chief Manager- 9310276576 2. Rupesh Kumar, Chief Manager- 8826870101 |
| 20 | Raipur | Zonal Office Raipur 1st floor, Plot No. 46, Sec-24, Opposite Block A Office Campus, Atal Nagar, Naya Raipur C.G 492018 | zoraicad@pnb.co.in | 1. Susanta Kumar Biswal, Chief Manager, 9439447705 2. Shashank Saha, Manager- 8770076908 |
| 21 | Shimla | Punjab National Bank, Zonal Office Shimla, MC Parking Complex, Cart Road, Shimla- 171001 | zosmlcrmd@pnb.co.in | 1.Sh Sanjay Kumar Agarwal, Chief Manager- 8755755544 2.Puneet Kumar Chauhan, Senior Manager- 9816600848 |
| 22 | Varanasi | Punjab National Bank, Zonal Office Varanasi S-8/107, First Floor, Varanasi Trade Centre, Maqbool Alam Road, Varanasi- 221002 | zovnscredit@pnb.co.in | 1.Ashwani Kumar, Chief Manager- 9555609151 2. Neha Ahuja, Manager- 8800682412 |

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ANNEXURE-II

**APPLICATION FORM FOR EMPANELLMENT OF INDEPENDENT CHARTERED
ACCOUNTANTS FOR STOCK/RECEIVABLES VERIFICATION**

A. Applicant's Basic Information

| | | | | | |
|---|---|-------------------------------------|------------------------------|----------------------------|-------------------------------|
| 1. Name | | | | | |
| 2. Constitution | Proprietorship concern/Partnership firm/Private Limited/Public Limited Company/ Limited Liability Partnership <i>(Copies of memorandum and articles of association/partnership deed, as applicable, to be enclosed)</i> | | | | |
| 3. Date of Registration/ Incorporation | __/__/____ | 4. Date of Commencement of business | __/__/____ | 5. Email | |
| 6. Principal Person | | | | Landline/Cell /Fax numbers | |
| 7. Contact Person | | | | Landline/Cell /Fax numbers | |
| 8. Details of Registered Office, Administrative office and branches, if any | | | | | |
| | Location (Name of Zone)* | Address | Telephone Number/ Fax Number | Email | Engagement Requested (Yes/No) |
| i. | | | | | |
| ii. | | | | | |
| iii. | | | | | |
| *Refer Annexure-I for List of Zonal Offices | | | | | |
| 9. Reasons to be provided for seeking engagement in more than one Zone, if sought. <i>(If engagement requested is yes.)</i> | | | | | |
| 10. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents. | | | | | |
| 11. Brief Particulars of activities | | | | | |

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B. Applicant's Financial Information (` in Lacs)

| Particulars | As on 31.03.2022 | As on 31.03.2023 | As on 31.03.2024 |
|----------------------|------------------|------------------|------------------|
| 1. Paid up Capital | | | |
| 2. Net worth | | | |
| 3. Income/Revenue | | | |
| 4. PAT | | | |
| 5. Borrowings | | | |
| 6. Debt/Equity Ratio | | | |

Particulars of major Shareholders

| Name of the Shareholder | Resident or Non Resident | Address | % of share holding |
|-------------------------|--------------------------|---------|--------------------|
| | | | |
| | | | |

Please enclose copies of past three years audited financial statements/annual reports or copies of provisional financial statement in the absence of audited accounts & Income Tax Returns

C. Applicant's Knowledge Resources

1. Personal & professional details of Promoters/partners/directors

| S N | Name | Designation | Date of Birth | Qualification(s) | Experience in the field of Stock & receivable audit | Whether fellow of the Institute of Chartered Accountants of India (ICAI). If yes, give details. |
|-----|------|-------------|---------------|------------------|---|---|
| | | | | | | |
| | | | | | | |

2. Personal & professional details of Professional Staff(Part time/full time/associate)

| S N | Name | Designation | Date of Birth | Qualification(s) | Experience in the field of Stock & receivable audit | Whether fellow of the Institute of Chartered Accountants of India (ICAI). If yes, give details. |
|-----|------|-------------|---------------|------------------|---|---|
| | | | | | | |
| | | | | | | |

Note: the above information must be supported by:

- a. Detailed bio data of all the people mentioned above.

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3. Professional Credentials

| | |
|---|--|
| <p>a. <i>Whether empanelled with other commercial banks/NBFCs? If yes, give details.</i></p> <p><i>Please provide date of empanelment and status with regard to its validity.</i></p> <p><i>(Copies of letters empanelling the consultant to be enclosed)</i></p> | |
| <p>b. Membership/registration with Institute of Chartered Accountants of India (ICAI)</p> | |

4. List of Important Assignments Handled (In India)

| Name & address of the client | Details of services rendered | Month & year in which the assignment was completed | Fee earned | Other relevant information |
|------------------------------|------------------------------|--|------------|----------------------------|
| | | | | |
| | | | | |

(Relevant documentary evidence such as letters of assignments from clients, reports etc.)

D. Declaration

I/we declare that the particulars furnished above are true to the best of my knowledge and belief. I/we, further confirm that all the necessary supporting documents are enclosed with the application.

I/we hereby undertake that the firm/company, if empanelled, shall have arm's length distance with the proposed clients for whose stock verification is done, will not have any business dealings with them or give them undue favour, will not demand additional remuneration than what is not initially settled nor will unnecessarily delay the stock verification Report.

I/we have not been debarred by RBI/Institute of Chartered Accountants of India.

I/we hereby apply to the bank to empanel firm/company on the Bank's panel as independent Chartered Accountant for undertaking stock/receivable verification.

I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.

I/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent chartered accountants for stock/receivables verification. Bank decision in this respect shall be final and binding to applicants.

Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.

For _____

Seal of the company/firm

Partner/Authorised Signatory

Place

Date

Format of Undertaking to be Submitted by the Chartered Accountant firm / Stock & receivable auditor for Empanelment

UNDERTAKING

I/we,
do hereby solemnly affirm and state that:

- i. I / we have not been convicted of any offence and sentenced to a term of imprisonment,
- ii. I / we have not been found guilty of misconduct in professional capacity,
- iii. I / we am not an un discharged insolvent,
- iv. I / we have read, understand and fulfill all the conditions of criteria for empanelment of Independent Chartered Accountant for stock / receivable verification
- v. I / we have not been dis-empaneled by any bank/FI from carrying out stock / receivable verification work.
- vi. I / we undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as a Independent Chartered Accountant for stock / receivable verification,
- vii. I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
- viii. I/we are not empaneled with/have not sought empanelment from any Zonal office of the bank.

Dated.....

Signature.....

Name.....

Address.....