

Addendum for the RFP for Appointment of -1- Concurrent Auditor for each of the following Zones of Bank of Baroda namely Ahmedabad Zone & Mumbai Zone to carry out Concurrent Audits of Branches/RBOs/CBOs/Other Units for -12- months from 01-10-2018 to 30-09-2019

To all Potential Bidders:

This addendum is issued to modify the previously issued bid document to cover Integrated SME Loan Factory, Mumbai under concurrent Audit, additionally included in the audit universe of Mumbai Zone, and extend the date of submission of RFP response (Closing date extended to 7th September, 2018) of RFP: CIAD: 110/2 dated 09-08-2018 as under:

Sr. No.	Particulars	Existing			Revised		
		Sr. No.	Category	No. of Units at present	Sr. No.	Category	No. of Units at present
1	Inclusion of Integrated SME Loan Factory at Mumbai, additionally included in the audit universe of Mumbai Zone	1	No. of Branches		1	No. of Branches	
			For each Branch under Category A	12		For each Branch under Category A	12
			For each Branch under Category B	35		For each Branch under Category B	35
			For each Branch under Category C	42		For each Branch under Category C	42
			2	City Back Office (CBO)	1	2	City Back Office (CBO)
		3	Centralised Back Office Depository Participant Operations (CBODPO)	1	3	Centralised Back Office Depository Participant Operations (CBODPO)	1
		4	Office and Administrative Dept. BCC	1	4	Office and Administrative Dept. BCC	1
			Total	92	5*	ISMELF, Mumbai	1
						Total	93

*Integrated SME Loan Factory, Mumbai is included.

Sr. No.	Particulars	Existing	Revised
2	Last Date of Submission of RFP Response (Closing Date)	2.00 pm, 3rd September, 2018 Address: 2 nd Floor, Baroda Corporate Centre C-26, 'G' Block Bandra Kurla Complex, Bandra East Mumbai 400051	2.00 pm. 7th September, 2018 Address: 2 nd Floor, Baroda Corporate Centre C-26, 'G' Block Bandra Kurla Complex, Bandra East Mumbai 400051
3	Eligibility Cum Technical Proposal Opening Date	2.30 pm , 3rd September, 2018 Address: Baroda Corporate Centre C-26, 'G' Block Bandra Kurla Complex, Bandra East Mumbai 400051	2.30 pm, 7th September, 2018 Address: Baroda Corporate Centre C-26, 'G' Block Bandra Kurla Complex, Bandra East Mumbai 400051

Notes:

1. This Addendum shall form part of tender **RFP: CIAD: 110/2 dated 09-08-2018**.
2. Scope of Audit for Integrated SME Loan Factory, Mumbai and Revised Annexure-7, 13 and List of Auditable Entities for Mumbai Zone are attached herewith.
3. **All other terms and conditions of the tender/RFP shall remain unchanged.**
4. For Ahmedabad Zone there is no change except extension of last date of submission of RFP Proposal (closing date).

B C Khanna
Asst. Gen. Manager,
Internal Audit
Date: 29-08-2018

Scope of Audit of Integrated SME Loan Factory:

Scope and Conduct of Audit: Concurrent auditor to check the basic details, KYC and other requisite documents related to activities in respect of MSME Loan Sanction/Disbursement/Review/Monitoring of Loans of Rs. 1 Cr & above

- The loan application, documents, reports, papers, etc., relevant for sanctioning MSME proposals.
- KYC verification as per guidelines.
- Title Clearance Report/s to ensure that the title of the properties are clear, marketable & unencumbered and enforceable under SARFAESI Act.
- Appraisal Notes along with terms & conditions.
- After sanction of the proposal, to convey the sanction along with set of documents to be executed.
- All necessary measures for avoiding flaw in credit in processing of the proposal & preparation of the Appraisal Note.
- If there is any deviation, beyond the powers of Integrated SMELF Head, process the deviation with justifications and forward the same to the appropriate authority for its approval.
- To place the sanction/ deviation accorded by Integrated SMELF Head, if any for PSR. PSR Observation/s, if any, and compliance thereof.
- To keep all records of loan application received, sanctioned, rejected, PSR cleared, etc.
- To consider all non-financial deviation powers for which powers vested with Integrated SMELF Head.
- Processing /sanctioning Loan proposals related to enhancement in the existing limits/ review with increase/ subsequent loan (which is under purview of Integrated SMELF) to existing customers
- Preparation & Execution of documents as per Terms & Conditions of sanction.
- Opening of Account/ Disbursement of facilities/ Periodical Inspections/ Monitoring as per guidelines
- Processing /sanctioning Adhoc/Excess proposals.
- Any other activity that may be assigned to Integrated SME Loan Factory by the Bank

(In a year, Appr. No of fresh sanction/ enhancements: 500 accounts; review of accounts 500)

Annexure 7 – Financial Proposal Format (Revised)

Mumbai Zone

(Mumbai Metro South, Mumbai Metro Central, Mumbai Metro North, Mumbai Metro East, Regions)

From 01-10-2018 to 30-09-2019.

Financial Proposal

(INR)

Sr. No.	Category	No. of Units at present	Per Unit Cost per Month		Total Fee for - 12- Months
1	No. of Branches				
	- For each Branch under Category A	12			
	- For each Branch under Category B	35			
	- For each Branch under Category C	42			
2	City Back Office (CBO)	1			
3	Centralised Back Office Depository Participant Operations (CBODPO)	1			
4	Office and Administrative Dept. BCC	1			
5	Integrated SME Loan factory, Mumbai	1			
	Total	93			

The Bank reserves the right to increase/decrease the number of auditable entities at any time with proportionate increase /decrease in fees.

Total Fees Quote considered for the Financial Proposal Submission

The total fee quote provided by the Consultant

Total Fee* quoted in figures:	
Total Fee* quoted in words:	

* Total fee quoted above should not be less than the minimum bid price quoted below and shall be inclusive of Professional Service and Out of Pocket Expenses (such as Travel, Lodging and Boarding, Conveyance, Printing, Administrative Expenses etc.). This excludes GST which will be payable by the Bank based on the prevailing rate. The Bank shall not entertain any other claims over and above the fee specified in the Financial Proposal. No additional fee will be paid by the Bank for time over run.

Minimum bid price for assignment is Rs. 97.80 Lacs p.a. for - 12 - months.

Notes on Fee Structure:

3. Fee for various categories of branches as mentioned below based on advances as on March 31, 2018 and year-end figures thereafter:
- a. Category A with Advances of INR 500 crore and above
 - b. Category B with Advances of more than INR 100 crore and up to INR 500 crore
 - c. Category C with Advances of less than INR 100 crore

Category	No. of Branches	Minimum Indicative days to be spent in each branch per month*
A		15 to 18 days*
B		12 to 14 days*
C		7 to 9 days*
CBO		15 to 18 days*
CBODPO		15 to 18 days*
OA Dept, BCC		15 to 18 days*
Integrated SME Loan factory		Daily

***(The minimum days provided here is purely indicative; actual days may increase depending upon the quantum of work)**

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm:

Address:

Annexure 13 – Audit Universe (List of Domestic Branches, CBOs, TFBO, INTEGRATED SMELF, RLBO and Other units)

Abbreviation	Expanded Form	Head Quarter of the Zone
Mumbai Metro (S)	Mumbai Metro South Region	Mumbai Zone
Mumbai Metro (C)	Mumbai Metro Central Region	Mumbai Zone
Mumbai Metro (N)	Mumbai Metro North Region	Mumbai Zone
Mumbai Metro (E)	Mumbai Metro East Region	Mumbai Zone
CBODPO	Centralised Back Office Depository Participant Office	Baroda Corporate Centre
TFBO	Trade Finance Back Office,	Baroda Corporate Centre
RLBO	Retail Liability Back Office	Head Office
INTEGRATED SMELF	Centralised Processing Cell	Baroda Corporate Centre
Integrated SMELF	Integrated Small & Medium Enterprises Loan Factory	Mumbai Zone

Branch Category	Number of Domestic Branches (Ahmedabad Zone)	Number of Domestic Branches (Mumbai Zone)
A	5	12
B	24	35
C	56	42
CBO	2	1
RLBO	1	-
TFBO	1	-
INTEGRATED SMELF	1	-
CBODPO	-	1
OA Dept.	-	1
SMELF	-	1
Total	90	93

The location of the branches in each category, CBO's and RLBO are provided in the subsequent pages.

Data on Business/transaction volumes will be provided to the successful Bidder.

List of Auditable Entities, Zone: MUMBAI
 (Region – Mumbai Metro South, Mumbai Metro Central, Mumbai Metro North, Mumbai Metro East)
Head Quarter - MUMBAI

SR NO	REGION	BRANCH NAME	ALPHA
CATEGORY "A" : -12- BRANCHES			
1	CFS MUMBAI	CFS MUMBAI	CFSBAL
2	EMERGING CORPORATE	MID CORPORATE, MUMBAI	MIDBOM
3	MUMBAI METRO(C)	WORLI	WORLI
4	MUMBAI METRO(C)	KALINA	KALINA
5	MUMBAI METRO(N)	CHAKALA	CHAKAL
6	MUMBAI METRO(S)	NARIMAN POINT	NARIMA
7	MUMBAI METRO(S)	ZAVERI BAZAR	ZAVERI
8	MUMBAI METRO(S)	SIR P.M.ROAD	SIRPMR
9	MUMBAI METRO(S)	TARDEO ROAD	TARDEO
10	MUMBAI METRO(S)	MUMBAI MAIN	FORTAP
11	MUMBAI METRO(S)	OPERA HOUSE	OPERAH
12	MUMBAI METRO(S)	CRAWFORD MKT	CRAWFO
CATEGORY "B" : -35- BRANCHES			
1	EMERGING CORPORATE	MID CORPORATE, BANDRA	MIDBDR
2	MUMBAI METRO(C)	VILE PARL(W)	VILWES
3	MUMBAI METRO(C)	BANDRA-WEST	BANDRA
4	MUMBAI METRO(C)	VILE PARL(E)	VILEAS
5	MUMBAI METRO(C)	MATUNGA C.RD	CHANDA
6	MUMBAI METRO(C)	B.K. COMPLEX	BANEAS
7	MUMBAI METRO(C)	GHATKOPAR(E)	GHAEAS
8	MUMBAI METRO(C)	SION	SION
9	MUMBAI METRO(C)	SANTACRUZ(W)	SANWES
10	MUMBAI METRO(C)	CHEMBUR	CHEMBU
11	MUMBAI METRO(C)	CHUNABHATTI	CHUNAB
12	MUMBAI METRO(E)	POKHARAN ROAD, THANE(W)	POKHAR
13	MUMBAI METRO(E)	THANE-WEST	THANA
14	MUMBAI METRO(E)	VASHI	VASHI
15	MUMBAI METRO(N)	SAKINAKA	SAKINA
16	MUMBAI METRO(N)	IBB KANDIVALI	INTMUM
17	MUMBAI METRO(N)	ANDHERI	ANDHER
18	MUMBAI METRO(N)	BORIVALI (W)	BORIVL
19	MUMBAI METRO(N)	VERSOVA	VERSOV
20	MUMBAI METRO(N)	GOREGAO-WEST	GOREGA
21	MUMBAI METRO(N)	MOUNTPOINSUR	POINSU
22	MUMBAI METRO(S)	FORT UNIVER.	FORTUN
23	MUMBAI METRO(S)	ALTAMOUNT RD	ALTAMO
24	MUMBAI METRO(S)	BACKBA RECLA	BACKBA
25	MUMBAI METRO(S)	BHULABHAI RD	BHULAB
26	MUMBAI METRO(S)	MULJI JETHA	BULLIO
27	MUMBAI METRO(S)	KHANDBAZAR	KHANDB
28	MUMBAI METRO(S)	GAMDEVI	GAMDEV
29	MUMBAI METRO(S)	GULALWADI	GULALW
30	MUMBAI METRO(S)	MANDVI-MUMBA	MANDVI
31	MUMBAI METRO(S)	BALLARD ESTA	BALBOM
32	MUMBAI METRO(S)	MALBAR HILL	HARKNE

33	MUMBAI METRO(S)	COLABA	COLABA
34	MUMBAI METRO(S)	MARINE DRIVE	MARINE
35	MUMBAI METRO(S)	C P TANK	CPTANK
CATEGORY "C" : -42- BRANCHES			
1	MUMBAI METRO(C)	SHIVAJI PARK	SHIBOM
2	MUMBAI METRO(C)	SANTACRUZ(E)	SANEAS
3	MUMBAI METRO(C)	KHAR	KHAR
4	MUMBAI METRO(C)	GHATKOPAR(W)	GHATKO
5	MUMBAI METRO(C)	SENA BAPAT M	MULBOM
6	MUMBAI METRO(C)	LALBAUG	LALBAU
7	MUMBAI METRO(C)	PRABHADEVI	PRABHA
8	MUMBAI METRO(C)	KURLA-BAIL B	KURLA
9	MUMBAI METRO(E)	BHANDUP	BHABOM
10	MUMBAI METRO(E)	POWAI-MUMBAI	POWBOM
11	MUMBAI METRO(E)	NERUL	NERUL
12	MUMBAI METRO(E)	PANVEL	PANVEL
13	MUMBAI METRO(E)	VEENANAGAR	VEEBOM
14	MUMBAI METRO(E)	THANE-EAST	THAEAS
15	MUMBAI METRO(E)	KHARGHAR	KHARGA
16	MUMBAI METRO(E)	DOMBIVALI	DOMBIV
17	MUMBAI METRO(E)	DOMBIVALI(W)	DOMWES
18	MUMBAI METRO(E)	MAJIWADA	MAJIWA
19	MUMBAI METRO(E)	MULUND	MULUND
20	MUMBAI METRO(E)	TISGAON NAKA	TISGAO
21	MUMBAI METRO(E)	KALYAN	KALYAN
22	MUMBAI METRO(N)	GOREGAO-EAST	GOREAS
23	MUMBAI METRO(N)	JOGESHWARI	JOGESH
24	MUMBAI METRO(N)	KANDIVLI (E)	AKURLI
25	MUMBAI METRO(N)	KANDIVALI(W)	KANDIV
26	MUMBAI METRO(N)	CHARKOP K(W)	CHARKO
27	MUMBAI METRO(N)	MALAD-WEST	MALAD
28	MUMBAI METRO(N)	DAHISAR	DAHISA
29	MUMBAI METRO(N)	BORIVALI (E)	BOREAS
30	MUMBAI METRO(N)	MALAD-EAST	MALEAS
31	MUMBAI METRO(N)	THAKUR VILLAGE	THAVIL
32	MUMBAI METRO(N)	SHIMPOLI	SHIBOR
33	MUMBAI METRO(N)	BHAYANDER-EA	BHAEAS
34	MUMBAI METRO(S)	NRI MUMBAI	NRIMUM
35	MUMBAI METRO(S)	MANGALDAS MR	MANBOM
36	MUMBAI METRO(S)	PBB-MUMBAI	PBBMUM
37	MUMBAI METRO(S)	V.P.ROAD-MUM	VPROAD
38	MUMBAI METRO(S)	PRINCESS ST.	PRINCE
39	MUMBAI METRO(S)	KHETWADI	KHETWA
40	MUMBAI METRO(S)	CUFFE PARADE	CUFFEP
41	MUMBAI METRO(S)	THAKURDWAR	THAKUR
42	MUMBAI METRO(S)	WALKESHWAR	WALKES
Other offices / centralized Processing Cell :			
1	MUMBAI METRO-SOUTH	CBO Mumbai	
2	MUMBAI-BCC	Centralised Back Office Depository Participant Operations (CBODPO)	
3	MUMBAI-BCC	Office and Administrative Dept. BCC	
4	ISMELF, Mumbai	Integrated SMELF, Mumbai	