



Ph: (06622) – 272022 ; 275050; 275022;

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**The Sundargarh District Central Co-operative Bank Ltd.,
SUNDARGARH – 770 001**

Regd. No. 90/ SG / Dt.1.6.1955

No. SDCCB/ FAD / 5975

/2025-26

Date: 30-03-2026

Request for Proposal (RFP)

Proposals are invited for selection of CERT-IN empanelled Auditors for providing IS Audit Services to Sundargarh District Central Cooperative Bank (SDCCB) for the year 2025-26.

Sealed proposals are invited from CERT-IN empanelled Auditors for providing IS Audit to Sundargarh District Central Cooperative Bank (SDCCB).

Interested Bidders may submit their proposal on or before 09.04.2026 by 5.00 PM as per the prescribed formats and detailed term & conditions available in Bank website i.e. www.sdccbsng.com from 30.03.2026

The quotations so received shall be opened at 3.00 PM on 10.04.2026 in presence of members of Procurement Committee of the Bank. The bidders are requested to remain present in person.



Chief Executive Officer

Sundargarh District Central Cooperative Bank
Sundargarh



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INSTRUCTION TO BIDDERS

**SCOPE OF WORK, SUBMISSION FORMALITIES & BID EVALUATION
METHODOLOGY**

The Scope of work is as below :

**IS Audit of the Sundargarh District Central Co-operative Bank Limited, Sundargarh – a
Category-2 Co-operative Bank, as per RBI Guidelines**

Submission Formalities

1. Format and Signing of Proposal

The proposal shall be submitted in two parts

Part – A – Technical Proposal

Part – B – Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person or persons signing the proposal prior to opening of the same.

2. Submission of proposal

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

Part-A – Properly sealed Technical proposal as per the format attached in the Annexures A.B.C and required documents as mentioned in the eligibility criteria and other parts of this RFP.

Part-B – Properly sealed Financial proposal in the specified format as per the Annexure D.

Both the envelopes i.e. Envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following.

“Selection of CERT-IN empaneled auditors for providing IS Audit services to Sundargarh District Central Cooperative Bank (SDCCB).



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The applicant's Name and Address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Chief Executive Officer, The Sundargarh District Central Cooperative Bank, at the following address.

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the financial proposal shall be made after evaluation of technical proposal / presentation and as per the dates mentioned in bid schedule to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

1. TECHNICAL BID EVALUATION

The technical bids received from the eligible bidders shall be evaluated and scored as per the Banks Internal methodology, which may not be shared with the bidders. The Bidders need to ensure that their proposal is comprehensive and covers the entire Scope of work as required by the RBI for doing a IS Audit of a Category-2 Co-operative Bank.

Technical Presentation

All Bidders shall be required to make presentation up to 20 minutes to demonstrate their relevant credentials before the Technical Committee of Sundargarh District Central Cooperative Bank Ltd., Sundargarh. The presentation shall broadly cover the following aspects and can be done on banks premises or can be done Online.

- A. Financial Institutions audited as IS Auditor
- B. Organizational Experience
- C. Clients – Government / PSU's / Private
- D. Turnover

The Technical scoring (Ts) of participants shall be as per the point scoring methodology approved by the bank and this need not be shared with the bidders. The Sundargarh District Central Cooperative Bank may include a panel of experts to evaluate the technical presentation. The bidder shall be making a Power Point presentation in front of the Committee.

2. FINANCIAL BID EVALUATION

The Financial proposal of the bidders shall be opened on the scheduled date. The score shall be computed as follow.

Financial Score : The lowest financial proposal will be given a financial score of 100 points. The technical scores of other proposals will be computed as follows.

$$F_s = 100 \times FM1/F1$$

(F1 = amount of financial proposal as proposed by the applicant;

(FM1 = Lowest financial quote)



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3. COMBINED AND FINAL EVALUATION

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) score as follows

$$S = (Ts \times Tw) + (Fs \times Fw)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The selected applicant shall be the First Ranked Applicant (having the highest combined score). The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked withdraws, or fails to comply with the requirements specified in the document

The Sundargarh District Central Cooperative Bank Ltd., Sundargarh reserves right to accept or reject any application and to annual the selection process at any time, without incurring any liability and without assigning any reason thereof.

Chief Executive Officer



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(On the letter head of the applicant)

ANNEXURE – A

To
The Chief Executive Officer
Sundargarh District Central Cooperative Bank Ltd.,
Sundargarh.

Ref: RFP for selection of CERT-IN empaneled Firm for providing IS Auditor to Sundargarh District Central Cooperative Bank Ltd., Sundargarh.

Being duly authorized to represent and act of behalf of (hereinafter referred to as "the applicant" and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of (Name of the Applicant) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our proposal is valid for the period of 90 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unconditional in all respects and we agree to the terms & conditions of the Request for Proposal.

We hereby clarify and confirm that in the preparation and submission of our proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully
For and on behalf of (Name of Applicant)

Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)



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ANNEXURE – B

Details of Applicant

- a) Name of the Individual / Firm / Company :
- b) GST No.:
- c) Details of CERT-IN empanelment (start & end date) :
- d) Whether certified on ISO 27001 & details of validity :
- e) Name of the contact person :
- f) Company / Firm :
- g) Address :
- h) Email Address :
- i) Turnover

Sl.No.	Financial Year	Amount in INR
1	2024-25	
2	2023-24	
3	2022-23	

Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)

Signed and sealed by a Chartered Accountant
Membership No.
Date:



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ANNEXURE – C

Format for Assignment Data Sheet

Sl. No.	Parameters	Remarks
1	Assignment Title	
2	Assignment Description	
3	Location	
4	Name of the Client	
5	Period of services rendered By the Applicant (Start date and End date)	
6	Present status of the Assignment (Completed / ongoing)	
7	Other information relating to Assignment	
8	Copy of work orders	

Note : The work order along shall be attached for every project. The rates mentioned in the Work Order can be masked.

Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)



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ANNEXURE – D

FINANCIAL PROPOSAL

To
The Chief Executive Officer
Sundargarh District Central Cooperative Bank Ltd.,
Sundargarh.

Sub: Financial proposal for “Selection of CERT-IN empaneled firm for providing IS Audit services to Sundargarh District Central Cooperative Bank Ltd., Sundargarh”.

We the undersigned, offer to execute the project in accordance with your advertisement. Our total financial quote is as given below.

Name of the Project	Financial Quote
“Selection of CERT-IN empaneled firm for providing IS Audit services to Sundargarh District Central Cooperative Bank Ltd., Sundargarh.	Rs..... (Rupees) Only (both in words and figures, exclusive of applicable taxes) as Audit Fee for the year 2025-2026 of Sundargarh District Central Cooperative Bank Ltd., Sundargarh.

Yours faithfully,

For and on behalf of (Name of the Applicant)

Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)