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अंचल कार्यालय कोलकाता/ ZONAL OFFICE KOLKATA

ऋण समीक्षा और निगरानी प्रभाग / Credit Review & Monitoring Division

तृतीय तल/3RD FLOOR, युनाइटेड टावर/UNITED TOWER, 11, हेमंत बासु सरणी/11

HEMANTA BASU SARANI, कोलकाता/KOLKATA- 700001

ईमेल/E: zokolcrmd@pnb.co.in

Date: 14.05.2025

NOTICE

Punjab National Bank, Zonal Office, Kolkata is inviting applications from interested eligible applicants for Empanelment of Professionals (Firm/individual) consisting of Chartered Accountants/ Cost Accountants/ Company Secretaries for work of Due Diligence Report in Large Borrowal Accounts. Applications are invited from West Bengal state i.e. jurisdiction of Kolkata Zone only.

The eligibility criteria for empanelment of Professionals for work of Due Diligence is as under:

Pre-Requisites for enlistment as Due Diligence Professional

- 1. Technical Expertise & qualification** - The professional (firm/individual) shall consist of Chartered Accountant /Cost Accountants / Company Secretaries. The professionals shall be in full-time practice. It shall be ensured that due diligence work is conducted by qualified professionals and not by trainee/articles of the firm.
- 2. Experience** –The firm/individual should have minimum 5 years of experience in the field of specialization/services. Professionals already listed with other banks/financial institutions will be given due preference, while considering empanelment. This, however, is not a pre-condition for empanelment.
- 3. Proven track-record** - The firm/individual should have a good track record. The professional (firm/individual) to be empaneled should not have been debarred by RBI/Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/ Institute of Company Secretaries of India, should not have any case registered against them, not have been dis-empaneled by any bank/FI, convicted of any offence in any law, not be an undischarged insolvent and not been found guilty of any professional misconduct. An undertaking in this regard to be obtained at the time of application.
- 4. Constitution** – Professionals means Individual or Firms of Chartered Accountants (CA)/ Cost Accountants / Company Secretaries (CS).
- 5. Engagement of the Professional (firm/individual)** shall be restricted to the Zones **where its registered office/ head office/ branch offices are situated**. A declaration to the effect that the professional (firm/individual) is not empaneled nor has sought empanelment from any other **Zone of the bank except mentioned in the application**, shall be obtained at the time of applying for empanelment.
- 6.** The firm/individual should not have been caution listed in the list published by IBA.
- 7. Affiliation** - Professionals should have valid registration/ active membership with the concerned Professional Body/ organization.

The professional (firm/individual) on receiving empanelment letter shall submit an acceptance of empanelment cum undertaking to Zonal Office.

Duration and Performance Review of Professionals approved by the Bank

1. The duration of the empanelment shall be for a period of 3 years. Already empaneled professionals (firms/individuals) are required to apply for the empanelment again after 3 years and shall be treated as fresh applicants.
2. The performance of such firms/Individual shall be reviewed annually.
3. In case an empaneled professional is submitting reports in a casual manner, steps can be initiated any time for his removal.
4. In case any adverse observations are found in performance review, ZO shall take suitable action including removal of the empanelled professional.

Fee Structure

The fee for preparation of the Due Diligence Report by independent Professional (Firm/Individual) shall be charged @ 0.0050% of the limit (i.e. Rs.500/- per Rs. 1 crore) with a maximum ceiling of Rs.50000/-.

Further, Branch Heads of LCBs/ELCBs and Zonal Heads in case aggregate (fund & non-fund based) limits exceed Rs. 100 cr. may allow enhanced fees upto 0.0075% of the incremental exposure above Rs. 100 cr. (i.e. Rs.750/- per Rs.1.00 crore in excess of Rs. 100 cr.) with an overall maximum ceiling of Rs. 1.00 lac.

Terms and Conditions of Empanelment

Utilization of services of the approved professionals, as circulated by respective ZO from time to time, shall be on merits and subject to the following conditions: -

- i) Empanelment would not amount to any commitment on the part of the Bank to provide any professional assignment.
- ii) The bank reserves the right to cancel the empanelment at any time without assigning any reason for the same.

General Rules and Instructions to the Intending Applicants

1. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
2. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and/or completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
3. If the application is made by a registered partnership firm / Limited Liability partnership, a certified copy of the partnership deed / LLP agreement, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
4. The empanelment will be based on the technical qualifications & experience of the professional and may also include inspecting the works furnished by them, for which necessary co-ordination shall be made by them. The decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled professionals will only be informed by post/E-mail.

5. If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
6. The bank reserves its right to reject any/or all the applications without assigning any reasons, whatsoever.

Dis-Empanelment

Criteria for Dis-empanelment

The Zonal Heads may dis-empanel a professional on account of misconduct, for the instances mentioned below.

- i) Not complying with Banks' instructions or contrary to specific instructions.
- ii) Giving any false or misleading information to the bank at the time of empanelment or obtaining empanelment by fraudulent means.
- iii) Action to the detriment of the interest of the Bank.
- iv) Compiling the Due-diligence Report with malafide intentions; Committing an act amounting to professional misconduct.
- v) Indulging in fraudulent activities including raising of fake bills.
- vi) Delay in submission of reports beyond the time agreed upon.
- vii) Threatening, intimidating or abusing any of the employees, officers/ or Representatives/ constituents of the Bank.
- viii) Deficiency in Service.
Or in the following cases if information is available in public domain or is gathered through any other sources.
- ix) Blacklisted by any Bank or any complaint has been filed against the individual/ firm before CBI/ Serious Fraud Investigation Office (SFIO)/ or any other Courts.
- x) Convicted of an offence connected with any proceedings under any Act/ Law of the country.

The above instances are only illustrative and not exhaustive.

Re-Empanelment

The professionals (firm/individual) once dis-empaneled/ de-listed/ removed from panel of the bank shall not be re-empaneled again.

The duly completed application in the prescribed format with all the supporting documents shall be placed in a sealed cover superscribed as **"Application for Empanelment of Professionals for work of Due Diligence-2025"**

Intending eligible professionals (firm/individual) may submit their application in prescribed format (Annexure-I) to **Punjab National Bank, Zonal Office: Kolkata, CRMD, United Tower (3rd Floor), 11, Hemanta Basu Sarani, Kolkata-700001 through Post/Courier/By Hand within 15 days of this notice i.e. on or before 28.05.2025 up to 5:00 PM.**

Any corrigendum/clarification in respect of this advertisement shall be released only at Bank's website. For further corrigendum/clarification, if any, regularly visit Bank's Website: <https://www.pnbindia.in>

The bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever and the decision of the Bank in this regard will be final & binding on the applicants and no further correspondence will be entertained.

Dy. Zonal Manager

Annexure I

DUE DILIGENCE FIRM
(APPLICATION FORMAT AT THE TIME OF EMPANELMENT)

APPLICATION CUM UNDERTAKING FORMAT FOR EMPANELMENT FOR CHARTERED ACCOUNTANT/COST ACCOUNTANT/COMPANY SECRETARY (FIRMS / INDIVIDUALS) FOR PREPARATION OF DUE DILIGENCE REPORT (Refer Appendix-V of L&A Cir. No. 67/2024)				
A. Applicant's Basic Information				
1. Name				
2. Constitution	<i>Individual/Proprietorship concern/Partnership firm/Limited Liability Partnership (Documents of the firms, as applicable, to be enclosed)</i>			
3. Professional Credentials	<i>Membership Details /Registration with Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Institute of Company Secretaries of India.</i>			
4. Date of Registration/ Incorporation	_/_/_	4. Date of commencement of business	_/_/_	5. Email
5. Principal Person	Membership Details		Landline/Mobile No. /Email	
6. Contact Person			Landline/Mobile No./Email	
7. Details of all Registered Office, Administrative office and branches, if any (please mark Yes/No against offices for which engagement requested)				
Location	Address	Telephone Number/ Fax Number	Email	Engagement requested (Yes/ No)
8. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.				
9. Brief Particulars of activities				
B. Applicant's Financial Information (in Lacs)				
Particulars	As on 31.03. XX	As on 31.03. XX	As on 31.03.XX	
1. 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 individuals/partners						
S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Audit	Whether Fellow of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Institute of Company Secretaries of India 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	Whether Fellow of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/ Institute of Company Secretaries of India. If yes, give details.
Note: the above information must be supported by: a. Detailed bio data of all the people mentioned above.						
3. 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.)						
4. Details of Empanelment with other Banks/FIs (Copies of letters empanelling the consultant to be enclosed)						
Name of the Bank/FI	Details of services rendered (Stock Audit/Statutory Audit, etc.)	Date of Empanelment	Validity			



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D.	Declaration
1.	Whether the applicant has been empanelled in any other Bank/Financial Institutions. If yes, name of the Bank along with latest supporting documents
2.	Has the Applicant been barred dis-empanelled by any Bank
3.	If the answer to 2 is yes, mention the name of the Bank/s and its Branch, which has dis-empanelled & reason thereof. Does the bar subsist as on the date of Application?

Further, I / We declare that:

- i. I am a citizen of India or Business entity registered in India as per the Laws of India i.e. (Name of the Act).
- ii. None of the partners or proprietor of the firm is Director of the Bank.
- iii. There are no criminal cases pending against me/us and I/we are not convicted in any criminal case.
- iv. I/We have not been found guilty of misconduct in professional capacity.
- v. I /We am/are not an un-discharged insolvent.
- vi. I/We have not been dis-empanelled by any bank/FI.
- vii. In case of Proprietary firm, I am the sole Proprietor of the firm and a full time practicing Chartered Accountant/Cost & Management Accountant/Company Secretary not employed elsewhere and that I do not have any other business interest. (Note: Chartered Accountant/ Cost Accountant/CS in professional service and engaged in part-time teaching vocation can be considered as in full time practice)
- viii. I/we hereby undertake that the firm/company, if empanelled, shall have arm's length distance with the proposed clients for whose due diligence report is being prepared by us, will not have any business dealings with them or give them undue favor, will not demand additional remuneration than what is not initially settled nor will unnecessarily delay the Due Diligence Report.
- ix. I/we have not been debarred by RBI/Institute of Chartered Accountants of India / Institute of Cost Accountants of India / Institute of Company Secretaries of India or any other financial institution/ statutory body.
- x. I/we hereby apply to the bank to empanel firm/company on the Bank's panel as independent Chartered Accountant / Cost & Management Accountant/ Company Secretary for undertaking the task of preparation of Due Diligence Report.
- xi. I/We hereby apply to the respective Zonal Office of the bank in my jurisdiction and not empanelled nor has sought empanelment from any other Zone of the bank except mentioned in the application.
- xii. I/We hereby eligible for empanelment as per professional code of ethics issued by ICAI/ ICSI/ ICMAI from time to time.
- xiii. I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.
- xiv. I/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent CA/ CS / CMA for due diligence report preparation of borrowers. Bank decision in this respect shall be final and binding to applicants.
- xv. Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.
- xvi. 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.
- xvii. **That the Bank reserves the right to take appropriate legal action including dis-empanelment and filing/ lodging/ reporting complaint to IBA/ any professional body in case my/our services are found to be negligent or deficient or found to be having facilitated wilful default by the borrower, or where any wilful negligence/ malpractice on my/our part is found to be a causative factor for fraud**



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For,

Sign: _____

Name:

Seal of the firm/ Partner/ Authorised Signatory

Place:

Date: