



ऋण विभाग, 6-1-73, द्वितीय तल, सईद प्लाजा, लकडी-का-पुल, अं का हैदराबाद - 500004  
Credit Dept, 6-1-73, Second Floor, Saeed Plaza, Lakdi-Ka-Pul, ZO Hyderabad - 500004  
ईमेल/ E-mail [zohydcredit@pnb.co.in](mailto:zohydcredit@pnb.co.in) दूरभाष/TEL: 040-23235212, 23235646

## EMPANELMENT FOR DUE DILIGENCE OF CORPORATE BORROWERS

Punjab National Bank, Zonal Office, Hyderabad invites applications for empanelment of reputed firms of **Company Secretary / Chartered Accountant / Cost Accountant or Individual CA/CS/Cost Accountant (Preferably from the State of Andhra Pradesh, Telangana & Karnataka) who have at least 5 years' standing** for conducting Due Diligence of corporate borrowers of our **Hyderabad Zone including the Large Corporate Branch.**

The empanelment will be based on merit and fulfilment of eligibility criteria and bank reserves the right to reject any application without assigning any reason. The last date of submission of application form complete in all respects is **05.06.2023**.

Application form complete with all respect should reach to us in the below-mentioned address either by Regd. Post / Speed Post / Courier or By Hand within **05.06.2023 up to 5.00pm** in a sealed envelope quoting the **"Application for Empanelment for Due diligence of Corporate Borrowers"** on the top.

### **Address:**

**The Dy. Zonal Manager  
Punjab National Bank  
Zonal Office, Credit Dept  
6-1-73, Second Floor,  
Saeed Plaza, Lakdi-Ka-Pul,  
Hyderabad - 500004**

The intending applicants may visit our website url: - [www.pnbindia.in](http://www.pnbindia.in) regarding eligibility criteria and other details. Corrigendum if any in respect of this advertisement shall be released only on above mentioned our bank's website.

-sd/-

**Date: 18.05.2023**

**Dy. Zonal Manager**

**Place: Hyderabad**



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**Dt.18.05.2023**

1. The format for application is given in this annexure A.
2. The applicants should prepare EOI strictly as per format. Tampering with the format/furnishing wrong information etc. shall tantamount to rejection of the EOI summarily.
3. EOI should be typed and submitted on A4 size paper, spirally and securely bound and with all pages therein in serial order.
4. All pages of the EOI as well as supporting documents should be bear the signature and rubber stamp of the applicant. Please avoid any overwriting / manual corrections.
5. Avoid duplication of information and provide the information in short and very specific manner.

**FORMAT FOR EXPRESSION OF INTEREST FOR CONDUCTING DUE DILIGENCE BY PROFESSIONALS**

1.	Name:	
2.	Date of Birth:	
3.	Permanent Address:	
4.	Address for Communication:	
5.	MobileNo:	
6.	LandLineNo.:	
7.	EmaillD:	
8.	Registration No:	
9.	Qualifications:	
10.	Membership No of other Institution e.g. ICAI/ ICSI/ ICMAI etc.	
11.	CA/ CS/ CostAccountant	
12.	Detail and year of past experience /since when in conducting Due Diligence in other Banks/ FIs	
13.	Detail and year of past Experience in the Banking sector e.g in stock audit, statutory audit, concurrent audit, revenue audit etc.	
14.	Other profession/ activities of IP(apart from Due Diligence): <i>AddColumn/Separatesheet,if required</i>	
	Type of Activity/Profession	Organization name
	Type of Association*	Commencement of such profession
	Any other details.	
	*(PersonalCapacity/Proprietor/Partner/Employee/Director/anyother,pleasespecify)	
15.a.	Existing dealing/ relationship with PNB:	
15.b.	Important assignments completed/ undertaken During the last three financial years(please Give detail of the name & addresses of the clients and services rendered).	

16.	Specialization(Max25words):	
17.	Present setup/ facilities/ infrastructure available to execute the principal functions. (Max100words)	
18.	Personal & professional details of Key Professional Associated/ Appointed:	
	Name	Qualification
		Experience in years
		Type of Association
19.	Details of Registration/ Empanelment with other accredited agencies/ FIs/Banks as on date, mentioning the nature of empanelment (other than for conduction of Due Diligence):	
20.	Whether any disciplinary action has been initiated against applicant by any Bank/FI/ICAI/ICSI/ICMAI/IBBI. If yes, provide details:	
21.	Whether any disciplinary action has been initiated against applicant by any organization/ institution, of which he was a member/ director/ employee/ partner:	
22.	Whether applicant has been found guilty of professional misconduct by any bank, where the applicant is empaneled for IP assignment or any other assignment e.g. Stock Audit/Legal/Due diligence:	
23.	Whether applicant have been convicted at any point of time by a Court of competent jurisdiction and or any criminal proceedings pending against him/her:	
24.	Whether the applicant have been employed or closely associated(holding a senior or key position) with a firm/company, which is subjected to investigation by SEBI,SFIO of Ministry of Corporate Affairs, Enforcement Directorate and such other investigation agencies under the applicable laws of India or any other jurisdiction:	
25.	Whether applicant has submitted/ is Submitting Application to any other office of PNB also, If yes, inform the name of such office:	

## 26. Declaration and Undertakings

- a. I hereby apply to the bank to empanel me on the Bank's panel Professional for conduction of Due Diligence in response to the bank's public notice dated..... on the terms & conditions set out in said notice.
- b. I declare that the particulars furnished above are true to the best of my knowledge and belief. I/we, further understand and confirm that bank through its officials will be on the liberty to seek necessary supporting documents to the information & declarations provided by me.
- c. I declare that on the date of submission of application for empanelment with bank, I have not been debarred by ICAI/ ICSI/ ICAI/ IBBI any Judicial Body to take up assignment for conduction of Due Diligence or any other assignment under IBC,2016.
- d. I hereby declare that I meet all the eligibility criteria set out by the bank in relevant public notice.
- e. I here by undertake that, if empaneled:
  - i. I shall have arm's length distance with the borrowers, will not have any business dealings with them or give them undue favor, will not demand additional remuneration than what is initially settled.
  - ii. I will be ready to abide by the Bank's terms and conditions as to fees, charges etc.
  - iii. I shall not appear/ advise or represent corporate debtor or any other third party to avert any conflict of interest. In case any bid is invited for any assignment where I have any conflict of interest, I will immediately disclose the same.
  - iv. Unless and otherwise required by any law time being in force in India, I will not misuse or disclose any information / material / data received from the bank during the course of my empanelment to any other party without express and written permission of the bank and I will take all care and precautions to protect the secrecy and confidentiality of information/ material/ data received by me.
- f. I understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect and I shall be responsible for the consequences, including losses if any caused to the Bank.
- g. I understand that Bank at any time may decide for my depanelment without assigning any reason and bank's decision shall be final.
- h. I have read and understood all the terms & conditions of the empanelment and I will abide by the same.
- i. I / we have not been found guilty of misconduct in professional capacity,
- j. I / we am not an un discharged insolvent,
- k. I / we undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as a professional for Due diligence work,
- l. I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.

Signature: -...

Name:- ....

Date:-....



**OTHER/ ELIGIBILITY CRITERIA:-**

Panel of professionals\* (\*Panel of professionals means Firms or Individual Company Secretary/ Chartered Accountant/ Cost Accountant).

- a) The panel of such Company Secretary/ Chartered Accountant/ Cost Accountant shall be approved by Zonal Heads, who will circulate the same to the branches under their jurisdiction.
- b) Panel shall consist of reputed firms of Company Secretary/ Chartered Accountant/ Cost Accountant or Individual CA/CS/Cost Accountant who have at least 5years'standing.
- c) The work relating to obtainment of Diligence Report is assigned to such empanelled firms or Individual in rotational manner. Further, assignment for obtainment of Diligence Report be given to same professional, for one year only for specific borrower and next year that work should be allocated to some other professional to have benefit of divergent views. Work should be distributed in equal proportion amongst such empanelled firms or Individual.
- d) The work relating to certification by professionals i.e. the Diligence Report will not be allocated to Stock Auditors conducting stock audit of the said borrowal account & CA/CS of the borrower. Further, the Concurrent Auditors (outsourced firm/individuals) of the branch shall also not be allocated the work of issuance of Diligence Report.
- e) The empanelled local professionals, residing at the place where company's Registered offices are located, be selected for the job of issuing Diligence Report.
- f) The performance of such firms/ Individual shall be reviewed by Zonal Heads keeping in view the consistent delayed submission of Diligence Report by such professionals, for awarding further assignments to them. Review note shall be placed for information before JAGROC (Joint Action Group on Op-risk Control) at ZRMC.
- g) The due diligence report shall be obtained on half yearly basis i.e., half year ended for September and March.

**Fee Structure:**

The fee payable for issuance of diligence report may be charged @ 0.005% of the limit (i.e.Rs.500/-per Rs. 1crore) with a maximum ceiling of Rs.50,000/-.

Further, Branch Heads of LCBs/ ELCBs/ Zonal Heads may consider payment of enhanced fee upto 0.0075% of the limit (i.e.Rs.750/-per Rs.1.00crore) with a maximum of Rs.1.00lac in exceptional cases (depending upon the volume of work).

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