

Credit Review & Monitoring Division, Zonal Office, M C Parking Complex, Cart Road, Shimla-171 001

Applications are invited from eligible Firms or Individual Company Secretary/ Chartered Accountant/ Cost Accountant possessing necessary expertise for empanelment for the assignment of Due Diligence of borrowers. The empanelment will be based on merits and the bank reserves the right to reject any application without assigning any reason. Interested firms/ individuals may submit their application, latest within 15 days from the date of publication of this advertisement. For further details, please visit our website [www.pnbindia.in](http://www.pnbindia.in) under Public Notice

Assist General Manager  
Shimla

ऋण समीक्षा एवं निगरानी प्रभाग, अंचल कार्यालय, एम सी पार्किंग परिसर, कार्ट रोड शिमला -171001

पात्र फर्मों या व्यक्तिगत कम्पनी सचिव /सनदी लेखाकारों/लागत लेखाकार से ऋणकर्ताओं की ड्यू डिलिजेंस कार्य हेतु सूचीबद्ध करने के लिए आवश्यक विशेषज्ञता रखने वाले से आवेदन आमंत्रित किए जाते हैं। सूचीकरण योग्यता पर आधारित होगा और बैंक बिना कोई कारण बताए किसी भी आवेदन को अस्वीकार करने का अधिकार रखता है। इच्छुक फर्मों / व्यक्ति इस विज्ञापन के प्रकाशन की तिथि से 15 दिनों के भीतर अपना आवेदन जमा कर सकते हैं। अधिक जानकारी के लिए, "सार्वजनिक सूचना" के तहत कृपया हमारी वेबसाइट [www.pnbindia.in](http://www.pnbindia.in) पर जाएं।

सहायक महाप्रबंधक  
शिमला

## **EMPANELMENT FOR THE ASSIGNMENT OF DUE DILIGENCE OF BORROWERS**

Punjab National Bank, Credit Review & Monitoring Division, Zonal Office, Shimla invites applications from eligible Firms or Individual Company Secretary/ Chartered Accountant/ Cost Accountant possessing necessary expertise for empanelment for the assignment of Due Diligence.

### **1. Eligibility**

- i. The applicant firms / individuals should have atleast 5 years standing and experience.
- ii. The Firms/ partners should be practicing full time and not part time.
- iii. The applicant firms/ individuals should have adequate staff and infrastructure and possess sufficient experience in conduct Due Diligence of borrowers of the bank
- iv. The applicant firms/ individuals should have a good track record and should preferably be on the approved panel of some leading commercial banks/ NBFCs.

### **2. Duration of empanelment**

- i. The performance of the empanelled auditors will be reviewed every two years by appropriate authority for continuation thereafter.
  - ii. The empanelment will be restricted to Shimla Zone of the Bank
3. The firms / individuals already empanelled also need to apply afresh.

### **4. Other conditions:**

- i. The applicant firm / individual should not have been debarred by RBI/ ICAI/any other apex body.
  - ii. The applicant firm / individual should not have been found guilty of misconduct in professional capacity.
  - iii. The applicant firm / individual should not have had any adverse case against them and should not have been convicted of any offence.
  - iv. The applicant firm / individual should not have been de-paneled by any bank / FI from carrying out stock/ receivables verification work/ due diligence work.
5. The firms /individuals desirous of applying may submit their application in the prescribed format as per Annexure-I along with relevant enclosures/documents to the Zonal Office Shimla within 15 days of this notice for further action. Undertaking as per Annexure- II to be submitted by the firm/ individual applying for empanelment.

**Address of Zonal Office:** Punjab National Bank, Credit Review & Monitoring Division, 3<sup>rd</sup> Floor, MC Parking, Cart Road, Shimla – 171001 (HP)

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

**ANNEXURE - I**

<b>APPLICATION FORM FOR EMPANELLEMENT OF ASSIGNMENT OF DUE DILIGENCE FROM THE FIRMS OR INDIVIDUAL COMPANY SECRETARY/CHARTERED ACCOUNTANT/COST ACCOUNTANT</b>					
<b>A. Applicant's Basic Information</b>					
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	Address		Telephone Number/ Fax Number		Email
9. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.					
10. Brief Particulars of activities					
<b>Particulars of major Shareholders</b>					
<b>Name of the Shareholder</b>	<b>Resident or Non Resident</b>	<b>Address</b>		<b>% of share holding</b>	

B. Applicant's Knowledge Resources						
<b>11. Personal &amp; professional details of Promoters/partners/directors</b>						
S N	Name	Designation	Date of Birth	Qualification(s)	Experience in the field of Stock Audit/ Due diligence	Whether fellow of the Institute. If yes, give details.
<b>12. Professional Credentials</b>						
a. <i>Whether empanelled with other commercial banks/NBFCs? If yes, give details.</i>  <i>Please provide date of empanelment and status with regard to its validity.</i>  <i>(Copies of letters empanelling the consultant to be enclosed)</i>						
b. Membership/ registration with the Institute (Copy to submit)						
<b>13. List of Important Assignments Handled (In India)</b>						
Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned	Other relevant information		
<b>C. Declaration</b>						
<p>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.</p> <p>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.</p> <p>I/we have not been debarred by RBI/Institute of Chartered Accountants of India.</p> <p>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.</p> <p>I/we understand that any discrepancy/wrong information/breach of undertaking would lead to cancellation of empanelment with immediate effect.</p> <p>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.</p> <p>Further, I/we understand that the empanelment would not amount to any commitment on the part of the bank to provide any professional assignment.</p>						

For

Seal of

the company/firm  
Partner/Authorised Signatory

Place  
Date

**ANNEXURE-II**

**Format of Undertaking to be Submitted by the Individual/Firm for  
Empanelment  
UNDERTAKING**

I/ we, .....

do hereby solemnly affirm and state that

I / we have not been convicted of any offence and sentenced to a term of imprisonment,

- I / we have not been found guilty of misconduct in professional capacity,
- I / we am not an un discharged insolvent,
- I / we have read, understand and fulfill all the conditions of criteria for empanelment For Due Diligence Work,
- I / we have not been depanelled by any bank/FI from carrying out stock / receivable verification and Due Diligence Work.
- I / we undertake to keep you informed of any events or happenings which would make me/us ineligible for conduct of Due Diligence Work,
- I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
- I/we are not empaneled with/have not sought empanelment from any other Zonal Office of the bank.

Dated.....

Signature.....

Name.....

Address.....

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