

CRMD Department, Zonal Office, Ludhiana

ANNEXURE-I

**EMPANELMENT FOR DUE DILIGENCE OF CORPORATE BORROWERS**

Punjab National Bank, Zonal Office, Ludhiana 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 Punjab) who have at least 5 years' standing for the purpose of conducting Due Diligence of corporate borrowers of our Ludhiana Zone including the Large Corporate Branch at various locations.

**1. Eligibility:**

- a) The applicant firms / individuals should have at least 5 years standing and experience and at least one of the partners should be a Fellow of the Institute of Chartered Accountants of India (FCA).
- b) The Firms/ partners should be practicing full time and not part time.
- c) The applicant firms/ individuals should have adequate staff and infrastructure and possess sufficient experience in conducting Due Diligence in banks.
- d) 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:**

- a) The duration of empanelment will be for a period of 2 years.
- b) 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.

**3. The firms / individuals already empaneled need to apply afresh.**

**4. 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).

**5. Other conditions:**

- a) The applicant firm / individual should not have been debarred by RBI/ ICAI/any other apex body.
- b) The applicant firm / individual should not have been found guilty of misconduct in professional capacity.
- c) The applicant firm / individual should not have had any adverse case against them and should not have been convicted of any offence.
- d) The applicant firm / individual should not have been de-paneled by any bank / FI from carrying out Due Diligence work.

The empanelment will be based on 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 31.07.2023.

Application form complete in all respect should reach us at the below-mentioned address either by Regd. Post / Speed Post / Courier or By Hand by 31.07.2023 till 06:00 PM in a sealed envelope superscribing "Application for Empanelment for Due Diligence of Corporate Borrowers" on the top.

**Address:**

**The Zonal Manager  
Punjab National Bank,  
CRMD Department, Zonal Office,  
2nd Floor, Site No 5, Ferozepur Road,  
Ludhiana-141012.**

The intending applicants may visit our website [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 bank's website.

**Zonal Manager**

**Date: 24.07.2023**

**Place: Ludhiana**

**Please Note:**

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

To,  
The Zonal Manager,  
Zonal Office, 2nd Floor  
Punjab National Bank, Ludhiana.

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

<b>A. Applicant's Basic Information</b>				
1.	Name:			
2.	Constitution:			
3.	Date of Registration/ Incorporation:			
4.	Date of Commencement of business:			
5.	Principal/ Key Person:		<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Contact No- _____ Email ID- _____	
6.	Contact Person		<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Contact No- _____ Email ID- _____	
7.	Registration No:			
8.	Qualifications:			
9.	Membership No of other Institution e.g. ICAI/ ICSI/ ICMAI etc.			
10.	CA/ CS/ Cost Accountant (with UDIN No)			
11.	Details of Registered Office, Administrative office and branches/ Communication Address, if any			
	Location	Address	Telephone Number/ Fax Number	Email
<b>B. Applicant's Knowledge Resources/ Experience</b>				
12.	Detail and year of past experience /since when in conducting Due Diligence in other Banks/ FIs <i>(with Documentary evidence)</i>			
13.	Detail and year of past Experience in the Banking sector e.g in stock audit, statutory audit, concurrent audit, revenue audit etc. <i>(with Documentary evidence)</i>			
14.	Other profession/ activities of IP (apart from Due Diligence): Add Column/Separate sheet, if required			
	Type of Activity/Profession	Organization name	Type of Association*	Commencement of such profession
				Any other details.
	*(Personal Capacity/ Proprietor/ Partner/ Employee/ Director/ any other, please specify) <i>(with Documentary evidence)</i>			
15.	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 (Max 25 words):	
17.	Present setup/ facilities/ infrastructure available to execute the principal functions. (Max 100 words)	
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) ( <i>with Documentary evidence</i> ):	
20.	Whether empaneled with other commercial banks/FIs for conducting Due Diligence? If yes, give details. Please provide date of empanelment and status with regard to its validity ( <i>with Documentary evidence</i> ):	
21.	Whether any disciplinary action has been initiated against applicant by any Bank/FI/ICAI/ICSI/ICMAI/IBBI. If yes, provide details:	
22.	Whether any disciplinary action has been initiated against applicant by any organization/ institution, of which he was a member/ director/ employee/ partner:	
23.	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:	
24.	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:	
25.	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:	

**Place:**

**Date:**

**Signature of Applicant**

**Encl:** Copy of relevant documentary evidence such as letters of assignment from clients, reports etc. duly attested by the applicants is to be enclosed to verify.

**Undertaking/Declaration**

- a. I hereby apply to the bank to empanel me on the Bank's panel Professional for conducting Due Diligence in response to the bank's public notice dated..... on the terms & conditions set out in said notice.
- b. I declare that on the date of submission of application for empanelment with bank, I have not been debarred by ICAI/ ICSI/ ICMAI/ IBBI or any Judicial Body to take up assignment for conduction of Due Diligence or any other assignment under IBC,2016.
- c. I hereby declare that I meet all the eligibility criteria set out by the bank in relevant public notice.
- d. I hereby 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.
- e. 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/we understand that mere fulfilling all the eligibility criteria shall not confer any right for empanelment of the independent chartered accountants / Cost Accountant for stock/receivables verification. Bank decision in this respect shall be final and binding to applicants.
- g. 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.
- h. I understand that Bank at any time may decide for my depanelment without assigning any reason and bank's decision shall be final.
- i. I have read and understood all the terms & conditions of the empanelment and I will abide by the same.
- j. I / we have not been found guilty of misconduct in professional capacity.
- k. I / we am not an undischarged insolvent.
- l. 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.
- m. I / we have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.
- n. 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.

**Place:**  
**Date:**

**Signature of Applicant**