पंजाब नैशनल बैंक ...भरोसे का प्रतीक !
punjab national bank ...the name you can BANK upon !

CREDIT DEPARTMENT, ZONAL OFFICE, 1, PNB HOUSE, ARERA HILLS, BHOPAL 462011
Phone No. 0755-4935646; Email – zobplcredit@pnb.co.in

EMPANELMENT OF ELIGIBLE FIRMS OR INDIVIDUAL CA/CS/COST ACCOUNTANTS FOR DUE DILIGENCE OF CORPORATE BORROWERS

Punjab National Bank, Zonal Office, Bhopal Hereby Invites Applications for empanelment of reputed firms of Chartered Accountants/Company Secretary/Cost Accountant or Individual Chartered Accountant/Company Secretary/Cost Accountant who have at least 5 years standing for conducting stock audit/Due Diligence of corporate borrowers of Bhopal Zone. 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. Application form complete with all respects should reach us in the above-mentioned address either by Regd. Post/Speed Post/Courier or by hand within 5.00 PM on 12.11.2022. The intending applications may visit website(url:- www.pnbindia.in/publicnotices) regarding eligibility criteria and other details.

Dated: 12.10.2022 Sd/-

Place: Bhopal Dy Zonal Manager

ZM Bhopal
DZM

Due Diligence Empanelment LA 157/2021.

The Panel for Due Diligence has to be empanelled / reviewed once in every two years by the Zonal Heads and placed to Joint Action Group for OP Risk Control. We may invite applications for interested Professionals (CA/CS/CWA) on the attached format.

Submitted for Approval pl

12/10/22

पंजाब नैशनल बैंक ऋण विभाग अंचल कार्यालय, भोपाल

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ANNEXURE – A

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.	Mobile No:	
6.	Land Line No.:	
7.	Email ID:	
8.	Registration No:	
9.	Qualifications :	
10.	Membership No of other Institution e.g. ICAI/ICSI/ICMAI etc.	
11.	CA/ CS/ Cost Accountant	
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): *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)*

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 (Max 25 words) :	

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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):	
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 empanelled 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:	

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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/ICMAI/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 hereby undertake that, if empanelled:
   i. I shall have arm's length distance with the borrowers, will not have any business dealings with them or give them undue favour, 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.

Signature:- ...

Name: - ....

Date :- ....

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Annexure - B

OTHER / ELIGIBILITY CRITERIA:-

A. Panel of professionals * (* Panel of professionals means Firms or Individual Company Secretary/Chartered Accountant/Cost Accountant).
B. 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.
C. Panel shall consist of reputed firms of Company Secretary/Chartered Accountant/Cost Accountant or Individual CA/CS/Cost Accountant who have at least 5 years' standing.
D. 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.
E. 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.
F. The empaneled local professionals, residing at the place where company's registered offices are located, be selected for the job of issuing Diligence Report.
G. 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.
H. 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. 1 crore) 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.1.00 crore) with a maximum of Rs. 1.00 lac in exceptional cases (depending upon the volume of work).

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