CREDIT REVIEW & MONITORING DIVISION, ZONAL OFFICE, 2nd FLOOR, BHIKAJI CAMA PLACE, NEW DELHI – 110066

Date: 06/08/2026
Last date of submission: 20/08/2026

ANNEXURE-I

EMPANELMENT FOR DUE DILIGENCE OF CORPORATE BORROWERS

Punjab National Bank, Zonal Office, Delhi invites applications from reputed firms of Company Secretaries/ Chartered Accountants/ Cost Accountants or Individual CA/CS/Cost Accountant for empanelment for the purpose of conducting Due Diligence of corporate borrowers of Delhi Zone including the Large Corporate Branch at various locations.

Eligibility:

a) **Qualification:** Chartered Accountant (CA), Cost Accountant (CMA) or Company Secretary (CS) in full-time practice. Professionals should have valid registration/ active membership with the concerned Professional Body/ organization.
b) **Experience**: Minimum 5 years of professional experience. Preference will be given to professionals already empanelled with Banks/ Financial Institutions.
c) **Track Record**: Applicant should have a clean professional record and should not be debarred, blacklisted, convicted, or found guilty of professional misconduct.
d) **Constitution**: Applications are invited from Individuals/ Firms of CA/CMA/CS.
e) **Jurisdiction**: Applicants can apply only for the Zone where their Registered Office/ Head Office/ Branch Office is located.

Duration of empanelment:

a) The duration of empanelment will be for a period of 3 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 due diligence report may be charged @ 0.0050% 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 and Zonal Head in case aggregate (fund & non- fund based) limits exceeds Rs. 100 Crores may allow enhanced fees upto 0.0075% of the incremental exposure above Rs. 100 Crores (i.e. Rs.750/- per Rs.1.00 Crores in excess of Rs. 100 Crores) with a overall maximum ceiling of Rs. 1.00 Lakh.

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 incomplete application/ required document shall not be considered under any circumstances.
The last date of submission of application form complete in all respects is 20.08.2026.

Application form in the prescribed format as per **ANNEXURE-II** along with relevant enclosures/ documents (KYC, Address proof, Constitution detail, membership no/ registration no., PAN, MOA etc) should reach us at the below-mentioned address either by Regd. Post/ Speed Post/ Courier or By Hand by 20.08.2026 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, 7 Bhikaji Cama Place,
New Delhi- 110066

The intending applicants may visit our website https://pnb.bank.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.

Authorized Signatory

Date: 06.08.2026
Place: Delhi

Please Note:

- The format for application is given in **ANNEXURE-II.**
- 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.

ANNEXURE-II

APPLICATION CUM UNDERTAKING FORMAT FOR EMPANELMENT FOR CHARTERED ACCOUNTANT/COST ACCOUNTANT/COMPANY SECRETARY (FIRMS / INDIVIDUALS) FOR PREPARATION OF DUE DILIGENCE REPORT

A. Applicant's Basic Information		
1. Name		
2. Constitution	*Individual/Proprietorship concern/Partnership firm/Limited Liability Partnership (Documents of the firms, as applicable, to be enclosed)*	
3. Professional Credentials	*Membership Details /Registration with Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Institute of Company Secretaries of India.*	

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

SN	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)

SN	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

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-empaneled 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.

For,
Sign:______________________

Place: Name:
Date: Seal of the firm/ Partner/ Authorised Signatory