

ANNEXURE-II

ELIGIBILITY CRITERIA FOR EMPANELMENT OF EXTERNAL AGENCIES FOR CONDUCTING DUE DILIGENCE IN BORROWAL ACCOUNTS

Eligibility	Reputed firms of Chartered Accountants / Company Secretary OR CA's / CS's in individual capacity.		
Experience	<p>The firm / company should consist of Chartered Accountants/ Company Secretary with Minimum 5 Years's practicing experience.</p> <p>CA/ CS or at least one partner / director of the firm/ company should possess certificate issued by ICAI for GST qualified practitioner.</p> <p>The key personal, CA/CS/ Partners/ directors should not be employed partly/ permanently with any organization.</p>		
Scope of work	<ol style="list-style-type: none"> 1. Verification of income tax returns (with the consent of parties)- Screen shots of filed returns must be provided. 2. Verification of GST returns (with the consent of parties) (Quarterly, half yearly and yearly returns) – Screen shots of filed returns along with computation of income must be provided). 3. Verification of wealth tax returns (with the consent of parties, applicable for loans of ₹ 25.00 crore and above) - Screen shots of filed returns must be provided. 4. Submission of Due diligence report of companies in terms of RBI guidelines. 5. Verification of share holding pattern of limited companies. 6. Verification of existing charges with ROC. 7. Pending litigations against the entities / promoters. 8. Verification of suppliers of Machinery (Domestic) 9. Latest status GST registration 10. Outward sales/ Turnover analysis viz. tax liability reported in GSTR1v GSTR 3B, analysis of invoice/ credit notes issued, buyers' analysis, tax to turnover percentage. 11. Purchase/ procurements analysis viz. mismatch in ITC availed, supplier GST compliance. 12. Return for outward supply for filed GSTR-1 13. Return for payment of Tax GSTR3B 14. Return GSTR6, GSTR 9, CMP 08 15. Annual return for filed GSTR-9, GSTR 9C. 		
Area of work (PAN India Basis)	Based on the geographical presence of offices across multiple zones, availability of adequate skilled manpower , strength of qualified partners/ directors and firms demonstrating the capability to undertake assignments beyond single zone may be considered for empanelment on a Pan -India Basis.		
Charges to be paid to the empaneled agencies.	Fee payable to external agencies for due diligence reports approved vide OM dated 23.02.2023 is as under:		
	<u>Fee structure for retail loans up to ₹ 1.00 Crore:</u>		
	❖ Loans up to ₹ 50.00 lakhs.	❖ ₹ 1000.00+	GST per proposal
	❖ Loans above ₹ 50.00 lakhs and up to ₹ 1.00 Crore	❖ ₹ 1500.00+	GST per proposal

	<p><u>Fee structure for Loans above ₹ 1.00 Crore:</u></p> <ul style="list-style-type: none"> ❖ <u>Loans above ₹ 1.00 Crore to ₹ 5.00 Crores</u> ❖ <u>Loans above ₹ 5.00 Crore and up to ₹ 100.00 Crores</u> ❖ <u>Loans above ₹ 100.00 Crores</u> 	<ul style="list-style-type: none"> ❖ 0.02 % of loan amount + GST (Min ₹ 2000.00+ GST, Max ₹ 5000.00+ GST) ❖ 0.01 % of loan amount + GST (Min ₹ 5000.00+ GST, Max ₹ 20000.00+ GST) ❖ 0.01 % of loan amount + GST (Max ₹ 50000.00+ GST) 	
Documents to be submitted along with applications	<ol style="list-style-type: none"> 1. Registration with the appropriate professional statutory bodies. (of the form and all individual members) 2. Certificate issued by ICAI for GST qualified practitioner. 3. Memorandum and Articles of association for company / Partnership Deed (As applicable) 4. Audited balance sheet for last 03 years. 5. Income tax return of CA/CS for the last 03 years. 6. Other documents supporting expertise. 7. Registration with professional bodies / organizations. 8. Letters of empanelment from other banks/ financial institutions. 9. CV of all key personal, including that of technical experts. 10. Proposed area of operation (Substantiate with the manpower and other infrastructure available) 		
Period of empanelment	The empanelment will be for a period of 03 years subject to review the performance annually. In case of de-panelment / black listing of any empaneled entities due to any reason during the period, the procedure as envisaged in IBA guidelines on Third Party Entities (TPE) has to be followed.		
Disclaimer	<p>Mere empanelment with Central Bank of India does not in any way guarantee assignment of work to external Agencies during the period of empanelment.</p> <p>Bank may at its sole discretion alter, add or delete any of the terms and conditions for empanelment as deemed fit. The decision of the Bank will be final and binding on the external Agencies.</p> <p>The external Agency should undertake that the information/data/documents furnished/submitted by him / her/ them are true and correct to the best of his / her / their knowledge and belief.</p>		
Confidentiality	The external Agencies should undertake to maintain confidentiality of customer's information even after the contract expires or gets terminated.		