



Date: 18/06/2019

**Clarification on Query – RFP for Empanelment of agencies for “Due Diligence and verification”**

Sr. No.	Query	Clarification
A	<p><b>Page No. 7- Section III –Clause No. 2. Scope of work &amp; delivery of service- 5<sup>th</sup> Paragraph.</b></p> <p>1. The empaneled agencies shall undertake due diligence of the MSME proposals and submit the Report to Branch/CPC/Office of the bank.</p> <p>2. The report should cover “Auditor Details”</p>	<p>It is due diligence verification work to verify the authenticity of case.</p> <p>1. The empaneled agencies should submit the Due Diligence Report to the official who have approached them for the service. It can be:</p> <ul style="list-style-type: none"><li>• Branch</li><li>• Zonal Office</li></ul> <p>2. The “Auditor details” means the authenticity of auditor and the credentials of documents audited by it in market.</p>
B	<p><b>Page No. 8- Section III</b></p> <p>1. <b>Turn around Time (TAT).</b></p> <p>The agency should submit the due diligence report covering all mentioned contents within 5 working days.</p> <p>2. Penalty for non-maintenance of TAT: The agency would be charged penalty at the rate of 25% of the fees payable per day of delay per case.</p>	<p>1. No change.</p> <p>2. There will be deduction of 25% of fees payable per day for delay after completion of 5 working days, as mentioned.</p>
C	<p><b>Page No. 9, section IV – Clause 1.c) –</b></p> <p><b>The preference will be given if the agency is having minimum 2 empanelment/clients in the PSB/Private Sector banks/FIs.</b></p>	<p>The existing empanelment in the PSB/Private Sector banks/FIs would be given preference but this is not a mandatory clause for empanelment,</p>



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सूक्ष्म, लघु और मध्यम उद्यम विभाग

MSME DEPARTMENT

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		however two years prior experience in the same field is must.
D	<b>Page No.11, section V – Clause 8) – Submission of Tender:</b> The tender should be submitted in duplicate (two sets marked as original and duplicate).	The tender can be delivered in two sets to Credit MSME, bank of Maharashtra, Head Office, Shivajinagar, Pune. (either by post or by hand delivery). Super scribe in envelope for “Due Diligence Agency”
E	<b>Please mention the minimum and maximum number of cases to be allotted at a time.</b>	There is no minimum and maximum numbers. It is as and when basis.
F	<b>Please specify if each cases will include all the verification activities as listed in the scope of work or it can be in parts.</b>	Yes, verification activity should include all parameters as far as possible in the given case.