



BANK OF MAHARASHTRA
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Sub: Engaging Direct Sales Agents (DSAs) for outsourcing of Housing Loans

Bank of Maharashtra is in process of appointing Direct Sales Agents (DSAs) for sourcing of Housing Loans. Applications are invited from the interested participants. Eligibility criteria, terms and conditions, applications forms, etc are illustrated below:

A. Details of Engaging DSAs(Direct Sales Agents/ Associates)

1. Eligibility Entities:

- i) Registered partnership firms and proprietorship firms.
- ii) Public/ Private Companies.

1.1 Selection Criteria:

- 1) Preference will be given to engage builders and their associate firms as DSAs for Housing Loans.
- 2) The DSA should have a team of executives/ persons sufficient to cover all branches in the city/Area of operation where the DSA is proposed to be engaged. The number of the persons in the team should also commensurate with the business assurance made by the DSA.
- 3) The DSA should have experience of working for at least 3 years.
- 4) It should be on the panel of at least two Banks/Financial institutions.
- 5) The service provider KYC compliance along with details on capacity and the ability to perform the outsourced activities effectively will be verified.
- 6) Registration Certificate of the firm I-Partnership deed/ M&AOA in case of Private Public Companies along with the KYC details of the proprietor/ Partners I Directors, etc.
- 7) Details of the existing tie-up arrangements with other financial Institutions if any, along with relevant business performance details for the past two years in similar activity.
- 8) Audited financial statements of the firm/company for the past 3 years.
- 9) Copies of PAN Card, TAN Registration, etc.

2. Coverage: All branches in Pune East Zone.

3. Fee Structure:

The Fee structure to the DSA will be based on the volume of the business and the ticket size of the activity should be as under-

Minimum Ticket Size- Rs. 20.00 Lakh

Commission:

1. 0.30% of the loan amount inclusive of service tax up to the loan amount of Rs. 50.00 Lakh.
2. 0.35% of the loan amount inclusive of service tax for loan amount above Rs. 50.00 Lakh.

- At the time of selection/ approval process, the applicant has to submit the expected business on the basis of which projected commission shall be worked out.
- The sourcing of housing loan proposals by DSAs under government sponsored scheme will not be entitled for commission.
- TDS on commission will be applicable as per Income Tax rules.
- The commission will be payable on first disbursement of Loan.
- The approval of DSA will be for a maximum period of one year; hence the reference period for the assessment of Commission/Charges/ Service fee will be for a period of 12 months.
- After completion of 12 months the performance shall be reviewed for fresh agreement at that time.

4. Job profile of DSAs:

- Obtain leads on Home Loan requirements of individuals from various sources, viz. builders, municipal approvals, web sites, print media etc.
- Meet intending Home Loan borrowers at a place and time convenient to them and explain Home Loan product details.
- Fill in Home Loan applications and obtain all the requisite documents, and deliver these to the Branch for further processing.
- Follow up of the application till disbursement.

The role of DSAs is limited to the sourcing of proposal only. KYC verification, pre-sanction survey, appraisal, documentation, disbursement and Post-sanction visit in respect of Home Loans will be done by the Branches/CPCs.

The DSAs and their employees are bound to follow code of conduct (Annexure — I) set by bank in this regard.

5. Other terms & conditions:

5.1 Business target:

While no minimum target is stipulated, the DSAs should be impressed upon to bring in business in terms of proposals worth Rs.2.00 Crore per month. If the DSA fail to bring in minimum business as above in 6 months, his services will stand automatically terminated. But he will be paid commission for the proposals already mobilized.

5.2 Terms of empanelment

Evaluating the capability of the DSAs:

Due diligence shall be performed to assess the capability of the DSA to comply with the obligations of the agreement. Due diligence shall take into consideration qualitative and quantitative, financial, operational and reputational factors.

Zonal Office/ CPC will carry out due diligence in respect of shortlisted DSAs. Due diligence shall involve an evaluation of all available information about the service provider, including but not limited to: -

- 1) Independent market report of the DSAs.
- 2) Confidential report should be obtained from the Banks/ FIs where the DSA is already empanelled.
- 3) KYC compliance of DSAs and office bearer, Key Persons of DSAs.
- 4) CIBIL report / RBI defaulter list should be referred.
- 5) Past experience and competence to implement and support the proposed activity over the contracted period;
- 6) Financial soundness and ability to service commitments even under adverse

conditions;

- 7) Business reputation and culture, compliance, complaints and outstanding or potential Litigation shall be assessed by collecting reference I experience certificates in this fine of business.
 - 8) Ensuring due diligence by service provider of its employees who would be performing the DSA functions.
 - 9) Any other tool to ascertain credibility, past performance and reputation of the DSAs, their local standing and reputation.
- 10) Empanelment of DSAs will be purely on temporary basis.

Annexure-II

**APPLICATION FORM FOR EMPANELEMENT OF DIRECT SELLING AGENTS
(DSAs) FOR HOUSING LAONS**

1. Name of Organization
2. Constitution • Sole Proprietorship /Partnership/ Company
(Please enclose Registration Certificate of the Firm/ Partnership Deed I M&AOA in case of
Private/Public Limited Companies etc. as applicable.)
3. Business Address

CITY

Telephone No. Email Address :

4. PAN NO/TAN NO/DIN NO . (Enclose COpy of relevant ID)

5. Details of Existing Bankers

7. Premise Ownership Owned / Rented / Carpet Area
8. Proprietor/Partners/Managing Partner/Managing Directors' with Residential
Address

CITY _____ State _____ PIN CODE - _____

PAN NO - _____

Address Proof -

(Enclose Copies of PAN / Address Proof)

(Use additional sheets if required)

9. Profile of Proprietor/Partners/Managing Partner/Managing Directors'

10. Names and qualifications of the Promoters

- a) _____
- b) _____
- c) _____
- d) _____

Note: kindly Enclose last 3 year ITRs of the ProPrietor / Partners I Directors of the firm/company

11. Financial Standing :

Particulars	31.03.201_ , Audited	31.Q3.201_ Audited	31.03.201_ Audited
Net Sales			
Net Profit after Tax			
<u>Depreciation</u>			
Cash Accruals			
<u>Tangible Net Worth</u>			

(Enclose copies of Audited Balance Sheet/Profit& Loss Statement for the last 3 years)

12. Details of experience as DSA of Other Banks'

1. Name of Bank/FI/HFI/Builders

Since When empanelled

Line of business

HoUsing Lo8n PrOposals mobilized during last two years :

Average Ticket Size

Commission rate

2. Name of Bank/FI/HFI/Builders

Since When empanelled

Line of business

Housing Loan Proposals mobilized during last two years:

Average Ticket Size

Commission rate

(Applicant must be empanelled with minimum two Bank/FI/HFI/Builders. If

empanelled with multiple Bank/FI/HFI/Builders encloses additional sheets and supporting documents)

13. References : Industry / Market reference (Minimum 2)

(Other than Banks/FIs/HFIs/Builders where empanelled as DSA)

a) Name of the associate

Constitution
Line of Business

Name & telephone number of contact person

b) Name of the associate

Constitution
Line of Business

Name & telephone number of contact person

14. Minimum Assured Business

- a. No of Proposals per month
- b. Loan amount per month (Rs.in...Lakh
- c. No of Proposals during first six months
- d. Loan amount during first Six-monthS'ff3A.in Lakh) :

15. (a) Employee Details of DSA:

Sales / Marketing Executives	Tele Calling Employees.	Others	Total Staff

(b) Personal Details of the Employees:

Name of the Employee:

Contact No.: Email Address:

Qualification

Residential Address:

_____ CITY

_____ PAN NO

Whether Owns CAR / Two Wheeler

Annual Income State _____ PIN CODE

Details of Previous Employer

Reasons if any for discontinuing from previous Employer -
Last 3 Months Performance:

Total Leads Generated	Total Business Mobilized

(Please enclose above details for all Employees proposed to be mapped with our Bank)

16. Any other information

Certified that the above information is true and correct

(Seal and Signature of Proprietor/Partners/Managing Partner/Managing Director/CEO