

**TO WHOMSOEVER IT MAY CONCERN**

**INVITATION TO SUBMIT QUOTE FOR APPOINTMENT AS AGENCY FOR  
SPECIALISED MONITORING**

This invitation is for seeking quotation from IBA empaneled Agencies for Specialised Monitoring to consider candidature for appointment as agency for carrying out Specialised Monitoring in the accounts as per **Annexure-I**. Indicative Scope of Work (**Annexure -II**) and Draft Reporting Format (As per IBA approved format) is enclosed for reference.

The final selection of successful bidder and appointment will be largely on the basis of competitive quotation for fees (**Annexure-III**), credentials and experience of the firm (**Annexure IV & V**) / agency in the related domain to be decided at the sole discretion of Bank of Baroda.

You are advised to submit your quote and profile specifying the name of the account for which the fees is quoted preferably through email with Subject Line '**QUOTE FOR SPECIALISED MONITORING ASSIGNMENT**'. The quotation should be specific in Fee Structure, Taxes, and other charges, if any, along with milestone and should reach the undersigned on or before 6 p.m. on **05.12.2020** through email to **midbom@bankofbaroda.com**.

**Address:**

Bank of Baroda  
105, 10<sup>th</sup> Floor, Maker Chamber 3,  
Nariman Point, Mumbai - 400 021

**Please note that the quotes that are received after the deadline may not be considered at our end.**

In case you require any further information please contact the undersigned.

Your early response is highly solicited.

Yours faithfully,

  
Nirankush Tyagi  
Chief Manager

Date: 01.12.2020

Place: Mumbai

022 - 22048391-95



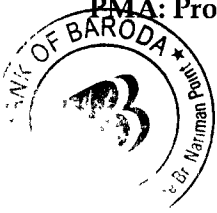
**ANNEXURE-I**

**LIST OF ACCOUNTS**

S.No.	Name of the Account	Total Banking Exposure (Rs. in crore)	To be Appointed	
			CMA	PMA
1.	Lava Cast Pvt. Ltd.	133.09	Yes	-

**CMA: Credit Monitoring Agencies**

**PMA: Project Monitoring Agencies**

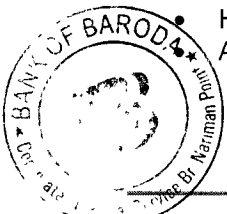


## ANNEXURE II

### INDICATIVE SCOPE OF WORK

#### CREDIT MONITORING AGENCIES (CMA)

- a) Monitoring the purchases / invoices of the company (about quantum and reasonableness of the rates) for procurement of raw material / spares / transportation of raw material etc., on daily / weekly basis and compare vis-à-vis monthly operation budget submitted by the company. Periodicity would be decided on case to case basis / Consortium
- b) Review of inventory build-up (including trade receivables and advances to the Company) for operation of the units commensurate with funds released.
- c) To monitor the actual operations (production / supplies etc ) vis-à-vis projections
- d) Verification of high value transaction / payment as regards beneficiary and purpose.
- e) Assessment of financial information that has been and that will be provided by the company to its lenders including information related to its short term and long term cash flows.
- f) Identify key issues and submit the report alongwith the suggestions with regard to smooth operations of the project
- g) Additional verification of evidence of end use of facilities to company and its utilisation as per the conditions laid down by the lenders / consortium of lenders
- h) Inspection / verification of stock / book debts and submission of monthly report (or as stipulated by lenders) about the inventory receivables position of the company including slow moving inventory if any, to arrive at correct drawing power to the company
- i) Submission of reports at regular intervals (say at quarterly interval or as stipulated by the Member Bank) on
  - Temporary / Long Term / unscheduled closure of manufacture facilities
  - Any untoward incident or suspicious business or unrelated activity.
  - Non-cooperation from borrower to provide general information
  - Source of margin towards working capital / LC / BG
  - Quality of Book Debt, their appropriateness, age wise classification and eligible book debts for Drawing Power
  - Confirmation on availability of adequate insurance for the securities / Stocks / Assets with Bank clause noted.
  - Monitoring of milestones in case of implementation of contracts against which performance Bank Guarantees have been issued
  - Monitoring of ESCROW accounts / designated accounts to verify and ensure that the advance payments against guarantees issued are received in designated accounts.
  - Perform such other services as requested by the lenders and mutually agreed to by the party and lenders
  - Details of related party Transactions and comments thereon specifically for arm's length dealing between the related parties
  - Stock Audit / BG Audit etc (However, in the event of non-availability of such expertise with ASMs, the operating unit may assign task of such audits independently to other entities. However, it should be ensured that there is not "overlapping / duplication" of task allotted to the ASMs and other entities)
  - Monitoring of cash flows (both inflow and outflow)
  - Validating of securities offered – highlighting inflation of value of stocks / higher valuation of securities.
  - To highlight diversion of Short Term funds for long term uses.
  - Highlight diversion of funds for purposes other than stipulated in sanction
  - Any other services requested by the Lender(s) / Consortium



**Annexure-III**

**Financial Bid**

(Please submit details/supporting documents in respect of each claim)

<b>Name of the Firm:</b>
<b>Financial Bid for the Account:</b>
<b>Period/ Tenure for Engagement:</b>

With reference to above, we wish to submit our request/application for appointment/empanelment as ASM in the account stated above and quote the following remuneration/compensation structure.

Sl. No.	Item	Amount
1	Professional fees* (For the tenure as mentioned above)	
2	Professional fees* (On per month basis in case of an extension)	

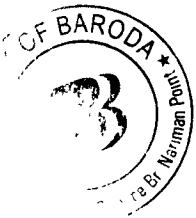
\* Lump sum fee to be mentioned and not as a percentage of the value of account.

- GST on all expenses/fee is to be paid by the bank and the fee quoted in SI No. 1 and/or SI No. 2 would be exclusive of GST (The Professional fees would be considered exclusive of GST while evaluating the bids).
- All other charges wherever reasonable are to be paid on actual basis.
- Before incurring any major expenses, permission from Branch Head of the concerned branch is to be obtained

I/We understand that the financial bid is not the only criteria for selection. In addition to the same, the ability of the ASM to complete the task in line with the objectives of the Bank, shall be assessed by the Bank independently based on other information submitted as per Annexure. Final Decision on selection of ASM shall be based on overall assessment of the Bank and the decision of the Bank shall be final and binding.

\_\_\_\_\_  
Signatures of Authorized Signatory/Partner(s)/Proprietor/Promoter

Date:  
Place.



**Annexure-IV**

**Proforma for Additional Information**

**(A) General Parameters:**

- 1) Name of the ASM \_\_\_\_\_
- 2) Name of the Account for which application is submitted: \_\_\_\_\_
- 3) Registration No (If any by IBA/Other Agency) \_\_\_\_\_
- 4) Constitution. \_\_\_\_\_
- 5) GST No. \_\_\_\_\_
- 6) Date of Incorporation/Establishment \_\_\_\_\_
- 7) Address \_\_\_\_\_  
(Address of all Locations/Offices/Branches of the ASM to be given)
- 8) Contact Number(s) \_\_\_\_\_
- 9) E Mail ID(s): \_\_\_\_\_
- 10) Website \_\_\_\_\_
- 11) Whether blacklisted by any Financial Institution / other organization / any Government Department till the date of application. (The Firms, Companies and Organizations should furnish self attested affidavit in this regard) \_\_\_\_\_

12) Details of Director(s)/Partner(s)/Authorised Person(s)

Name	Address	Contact Number	E Mail ID	Mobile No.

13) Details of Key Personnel/Employees in the firm (Attach Profiles of each)

Name	Address	Contact Number	E Mail ID	Mobile No.

- 14) Name of the Key Personnel/Employees in the firm (Who would be working on the project/account under the application) . \_\_\_\_\_
- 15) Whether the ASM or any of its Directors/Employees is/was/are hired in any form by the Corporate/Firm for which the ASM is desired (like Consultant, Engineer, Auditor etc. )?(Give details)  
\_\_\_\_\_
- 16) Whether the ASM or any of its Directors/Employees are/is related in any manner to the Account for which the ASM is desired? \_\_\_\_\_

- 17) Whether the ASM or any of its Directors/Employees have ever dealt with the Account/Firm/Borrower for which the ASM is desired in any manner including debt syndication (Submit Details)? \_\_\_\_\_
- 18) Firm/Director(s)/Partner(s)/ Promoter(s)/ Proprietor/Key Employees involved/ charged in tax/regulatory violations if any? (Give Details) \_\_\_\_\_
- 19) Firm/Director(s)/Partner(s)/Promoter(s)/Proprietor/Key Employees involved in litigation if any? (Give Details) \_\_\_\_\_



**ANNEXURE V**

**OTHER INFORMATION:**

Sl. No.	Criteria	Response		
		SN	Turnover	Worked as PMA/CMA
1	Number of ongoing assignments with Bank of Baroda (ASM and/or Similar)			
2	Number of ongoing assignments with Other Bank (ASM and/or Similar)			
3	Number of completed assignments (ASM and/or Similar)			
4	Turnover of accounts of the 3 major ASM and/or Similar assignment for an account handled/being handled by the ASM if any presently/ so far. Also provide details whether worked as PMA or CMA or both  (Give brief write up and a summary of the report without hurting the Non Disclosure Agreement in annexure) (Bank reserves the right to take an opinion from the assignor concerned on the satisfaction level from the assignment)	SN	Turnover	Worked as PMA/CMA
		1		
		2		
		3		
5	Credit facilities of the Borrower in the 3 major ASM and/or Similar assignment for an account handled/being handled by the ASM if any presently/ so far, as provided above. Credit facilities to include entire banking arrangement of the borrower  (Give brief write up and a summary of the report without hurting the Non Disclosure Agreement in annexure) (Bank reserves the right to take an opinion from the assignor concerned on the satisfaction level from the assignment)	SN	Credit Limits	
		1		
		2		
		3		
6	Whether worked as ASM and/or on a similar assignment in similar industry			
7	Number of Chartered Accountant(s) (CAs) in the firm as Employee(s)/ Director(s)/ Promoter(s)/Partner(s) who would be deployed on this project/assignment.			
8	Number of Industry Expert(s) (Only the same industry as that of the Account under consideration would be eligible) (Atleast 5 years post qualification experience only will count) in the firm as Employee(s)/Director(s)/Promoter(s)/Partner(s) who would be working on this project/assignment			
9	Whether the ASM applicant has an office/setup in the city of office/unit/ factory/etc. . of the Account to be offered to ASM			





**Declaration**

I/We hereby confirm and declare that the information given herein above is true and correct to the best of my knowledge and belief I/We hereby express my/our interest to act as ASM, if empanelled/ entrusted by the Bank in the Account \_\_\_\_\_.

\_\_\_\_\_  
Signatures of Authorized Signatory\*/Partner(s)/Proprietor/Promoter

(\*Duly supported by authority letter from all/others including a board resolution if applicable)

Date:

Place:

