

REQUEST FOR PROPOSAL (RfP)

**Appointment of Corporate Business Correspondents for
Saurashtra Gramin Bank, Bhavnagar Region**

IMPORTANT

DATE OF ISSUE OF RFP : 19-07-2021

**LAST DATE AND TIME OF
SUBMISSION OF RFP : 29-07-2021 up to 5:00 PM**

Saurashtra Gramin Bank,
Head Office,
Financial Inclusion Department.
1st Floor, Wing – 2,
LIC Jeevan Prakash Building,
Tagore Road, Rajkot - 360 001(Gujarat)
Telephone: (0281- 2482421/22)

Selection process of Corporate Business Correspondents

Selection Criteria for Corporate Business Correspondents

Selection Process:

This RFP will be assessed on the following Selection process: -

Technical evaluation:

The Applicant is required to submit the details of its proposal in a sealed envelope. The envelope should be super scribed "**For Appointment of Corporate Business Correspondents for Bhavnagar Region**". for the said Corporate Business Correspondents and should contain detailed statement giving the various particulars of the proposal covering aspects of the applicant like name and location, year of establishment, names of its partners, staff, their qualification, experience, registration number of Company, details of Memorandum of Association/Article of Association, Certificate format given in **Annexure I**.

SGB Reserves the right of appointment of any firm who fits in the criteria prescribed by the Bank.

Some major parameters as qualification of Corporate BC must be as on 31.03.2021

1. Should have Minimum experience of 5 years and good reputation, market standing, financial soundness.
2. PAN India number of Kiosk BC more than 10000.
3. Should have Corporate BC with minimum 10 Banks, out of which minimum 3 Nationalised bank, 2 Private bank and 2 RRBs.
4. Should not be defaulter to any Bank / Financial Institution as well as promoters should not be in the CIBIL defaulter's list.
5. The company should not be affiliated to any political party.
6. Presence in Gujarat state and our bank's command area i.e. Saurashtra Region is desirable.
7. Should not be black listed from any of banks or have been removed from services before completion of tenure.
8. Having well established qualified and experienced man power set up including IT Cell.
9. Should have profit making unit and having risen in profit in last year compared to previous year.

Alterations to Application

Any manuscript or other alteration to the RfP / Application must be countersigned and dated by the authorized person submitting the RfP / application.

Letters and Declaration to by Applicant:

The RFP / Application must be accompanied by a letter on Firm/ LLP letter head showing the full registered name(s), registered office address of the applicant firm. It should be signed by a person of suitable authority to commit the applicants to a binding contract.

Packaging and Delivery of Applications:

Applications must be delivered in an envelope clearly labeled with the following:

Applicant's Name**Mobile No.**

Saurashtra Gramin Bank (SGB) accepts no responsibility for the premature opening of any incorrectly marked Applications.

Applications in hard copy must be received at General Manager, Saurashtra Gramin Bank, Head Office, 1st floor, Wing – 2, LIC Jeevan Prakash Building, Tagore Road, Rajkot, before or up to 5.00 PM of 29.07.2021. Late applications will not be accepted under any circumstances. No special pleadings will be entertained. Fax or e-mail applications will not be accepted.

After the expiry of time for submission of application, the envelope would be opened in respect of all the applicants to verify the compliance of the applicants with the prescribed Technical Evaluation requirements.

The Evaluation of Application would be carried out by Saurashtra Gramin Bank. The list of technically qualified applicants would be short listed.

Pre-Requisite for Applying:

It is compulsory that Corporate BCs' Head Office or Branch office should be in the area of operation of the Bank i.e. in 11 districts of Saurashtra region or Gujarat state, otherwise application will be rejected.

Without compliance of the above pre -requisites, the applicant will not be eligible to apply.

Terms of the contract:

The applications received would be examined by Selection Committee of Corporate Business Correspondents at Head Office, Rajkot. Selection Committee will evaluate score and will prepare list of proposed Corporate BCs in descending order.

Due diligence will be carried out for the top applicants getting the maximum marks, if required. The final selection of the successful applicants from the technically qualified applicants will be done based on the marks scored and due diligence carried out by selection committee. The Committee will recommend the list of applicants for engagement as Corporate BC to higher authorities.

Terms & Conditions for selection of Corporate BC for Bhavnagar Region

Major terms and conditions for corporate BC assignment are stated as under. However, the Bank reserves its right to amend / modify any condition and Bank's decision in this regard will be final. Bank reserves the right of appointment of any firm who fits in the criteria prescribed by the bank.

1. Eligibility criteria:

- i. Reputation, Market standing.
- ii. Financial soundness.
- iii. Management and Corporate Governance.
- iv. Cash handling ability.
- v. Well established, significant rural presence, enjoying good reputation and confidence of the local people.
- vi. Should not be defaulter to any Bank / Financial Institution.
- vii. Promoters should not be in the CIBIL defaulter's list.
- viii. The company should not be affiliated to any political party.
- ix. Past dealing if any should be satisfactory.
- x. The organization / Directors / promoters should not have any criminal record (Police verification must be arranged conducted in respect of each applicant found suitable). The selection may however not be withheld for delay in receipt of the police verification (say 7 days from the date of application).
- xi. Should not be owned or controlled by Director or officer/employee of the Bank or a relative having the same meaning under Section 6 of the Companies Act 1956 or such person(s). 'relative', with reference to any person, means anyone who is related to another, if-
 - they are members of a Hindu Undivided Family;
 - they are husband and wife; or
 - one person is related to the other in such manner as may be prescribed Vide Rule 4 of the Companies (Specifications of Definitions Details) Rules, 2014 definition of Relative is further expanded as under: -Father (including step-father)/Mother (including step-mother)/Son (including step-son)/Son's wife/Daughter/Daughter's husband /Brother (including step-brother) /Sister (including step-sister)
- xii. Preference should be given to well-regulated entities.
- xiii. Selected firm has to sign MOU with the Bank and also has to deposit Rs.5 lac for 500 BC initially as security Deposit.

Annexure I

BASIC DATA PROFILE OF THE FIRM FOR Corporate Business Correspondents

Sr. No.	Particulars	Details
1	Name of the Company	
2	Constitution	
3	Address of Head Office	
4	Addresses of Branch Offices in Saurashtra Region/Gujarat	
5	Mobile No.	
6	E-mail Address	
7	Date of Establishment	
8	Registration No. of Registrar of Companies	
9	Manpower (Nos.)	

List for documents to be enclosed:

Sr. No.	Documents
1	KYC of Company.
2	KYC of Promoters of Promoters of Company.
3	Memorandum of Association/Article of Association.
4	Certificate of registration in Registrar of Company.
5	CIBIL of Company and Promoters.
6	Undertaking of Promoters regarding Non-affiliated with any political party.
7	Selection letters of various banks.
8	Financials of firm for last 3 years.
9	Satisfactory letters from various Banks.