

**(Detailed Advertisement for Recovery Agents )**

Jogindra Central Cooperative Bank Ltd Bank Ltd (“**the Bank**”) invites applications for empanelment of Recovery Agents (RA) subject to fulfillment of the criteria related to essential qualifications and experience, mentioned in the **Annexure-I**.

1. ‘**Recovery Agent (RA)/ Recovery Agents (RAs)**’ is / are generally engaged in small value RAs for rendering assistance in collecting the dues by facilitating discussions with the borrowers/guarantors as also expedite realization of dues by way of disposal of assets charged to the Bank. Recovery Agents are primarily engaged in Delinquent RAs.
2. The empanelment is subject to the discretion of the Bank. Bank reserves the right to reject any offer without assigning any reasons thereof. The decision of the Bank in this regard shall be final and binding and shall not be questioned / challenged by the RAs who applied.
3. Applications to be submitted as per the **Annexure-II** alongwith the copies of the supporting documents pertaining to the qualification and experience proofs to the Recovery Section, Jogindra Central Cooperative Bank Ltd Bank Ltd, Head Office, Solan, H.P.
  4. In RAs, any Recovery Agents has been found to be guilty of misconduct in professional capacity in some other Bank/Institution and their name has been circulated /reported by the Indian Banks Association (IBA)/Central Bureau of Investigation (CBI)/Reserve Bank of India (RBI)/any other Govt Agency/Body, his/her application will not be considered for empanelment. The decision of the Bank in this regard shall be final and binding and shall not be questioned / challenged by the RAs who applied.

## Annexure-I

### Eligibility Criteria for Empanelment as Recovery Agents (RA)

(Proprietorship firms, Partnership firms, Companies, Corporations)

#### **I. Essential Criteria:**

Recovery Agents & the Promoter/Key personnel /Officials of the Recovery agents shall comply with the following non-relaxable criteria

- i) Indian citizen/ entity constituted under Indian Law,
- ii) No disqualification such as removal /dismissal from Recovery related service earlier or cooling period, if any granted, is not over;
- iii) Not convicted of any offence and sentenced to a term of imprisonment,
- iv) Not been found guilty of misconduct in professional capacity, or offence involving moral turpitude or otherwise,
- v) Not an un-discharged insolvent,
- vi) Possesses PAN Card / GSTIN as applicable possesses appropriate infrastructure, supporting information technological systems, professionals and consultants,
- vii) Not blacklisted by any bank nor any complaint filed against the firm before CBI /Serious Fraud Investigation Cell / Court.
- viii) Recovery Agents should have undergone the " Direct Recovery Agent's "certificate course with 100 hours of training (introduced by IIBF/IBA).

#### **II. Other Criteria:**

- i) Minimum experience of **three** years with Public Sector Bank(s) as Recovery Agents (RA).
- ii) Completed at least three assignments successfully as RA with in past 3 years with Public Sector Banks & should have local presence.
- iii) The experience of Key personnel of the Recovery Agency may be considered in lieu of the experience requirement as stated in (i) and (ii) above.
- iv) No complaints pending against Recovery Agent and/ or any of its employee/ associates / agents etc. before Police and also not involved in court RAs especially in the matters, which are in deviation to the extant RBI guidelines on Recovery Agents and the scope of work indicated by the bank.
- v) The registration of the Recovery Agent shall be at least **three years** old.
- vi) Preference will be given to the Agency having Accounting / Engineering / Law Professionals.

- vii) Adequate knowledge of the provisions of SARFAESI Act, 2002 [including subsequent amendments] and shall be also well conversant with the duties of Authorized Officer [AO] including support required by them.
- viii) Possess thorough knowledge of the extant RBI guidelines and also instructions/ circulars issued by RBI/IIBF/IBA from time to time.

**Annexure-II**  
**(Application for Empanelment of Recovery Agents (RA))**

(Proprietorship firms, Partnership firms, Companies,  
Corporations)

1.	Name of the Applicant:	
2.	Name of the group firm/company, if any	
3.	Contact Details	
4.	<u>Established since:</u> <u>Constitution:</u> (Whether company / Partnership firm / Proprietorship concern) <u>PAN No.:</u> <u>GSTIN No.</u>	
5.	Whether registered under any Act	
6.	Membership with Professional Body (if any)	

7. Details of Personnel working in RA:(who are to be engaged in the RA activity)

S.N	Description	Name	Age	Address & contact Number	Qualification	Experiencee	Citizenship (Indian/NRI /Foreign)
a.	Name of Proprietor / Partners / Director(s)						
b.	Name of key functionaries s						
8	Infrastructure of CA :						
a.	Office (Owned/Rented)						
b.	Office Address						
c.	No. of persons employed : No of partners associated:						
d.	No. of persons engaged in CA activity						
e.	Out of (d) above, no. of employees						
	(i) In respect of whom police verification has been carried out						

	(ii) Who have undergone 100 hours training from any of the accredited institutions of RBI/IIBF/IBA and who have obtained the certificate from <b>“Direct Recovery Agents”</b> .	
d.	Details of services offered by CA;	
	i) Whether provided by your firm or in arrangement with any other firm/company? ii) In RAs of tie-up with another firm, details of the firm?	

11. Details of existing empanelment {Min 3 years experience with Public sector Banks/PSBs)}:

Name of the client with empanelment date	Details of assignment undertaken [at least 3 assignment letters]	Details of assignments completed (Product/activities handled)
		(Give brief details)

12. Brief details of 3 years experience in CA activity (if any) {Please elaborate on the experience with Banks (especially with Public Sector Banks/Cooperative Banks), FI and NBFC.}


**13. References**

(Details of at least 3 references) from Banks, FI/NBFC for whom the RA has undertaken assignments in the past.

(i)

(ii)

(iii)

14. Details of account maintained with Jogindra Central Cooperative Bank Ltd Bank Ltd (City wise/Account nos.):

<b>City Name</b>	<b>Account Nos.</b>

15. Whether the applicant was de-listed from any Banks Panel on earlier occasion. If so, furnish details;

16. Whether the entity has been put in the negative list by IBA/any public sector bank/Cooperative Bank/Government organization or any of its clients for breach of applicable laws/violation of regulatory prescriptions or breach /deficiency of services. If so, furnish details?

18. Additional information, if any:

## UNDERTAKING

I/We,.....(name)Son-of Shri.....Proprietor/Partner/Director of M/s....., state that the information furnished above is true and correct to the best of my/our knowledge. I/We agree that in the event that any concealment/distortion of facts furnished above is brought to notice of the Bank subsequent to empanelment/appointment by Jogindra Central Cooperative Bank Ltd Bank Ltd, Jogindra Central Cooperative Bank Ltd Bank Ltd would be at liberty to terminate the said empanelment/appointment without notice or damages whatsoever.

**(Signature)**

**To be signed by authorized signatory**

**Designation**

### **Enclosures:**

Self Attested copy of following documents:

- (i) Certificates proving Educational qualifications.
- (ii) Experience Certificate.
- (iii) Copy of Registration, if any.
- (iv) Reference Letters.
- (v) Copy of Membership of Professional Bodies, if any.
- (vi) Copy of PAN Card / GSTIN, etc.
- (vii) Address proof.
- (viii) Memorandum and Articles of Association in RAs of Companies/Partnership deed in RAs of Partnership Firm.
- (ix) Copy of Income tax returns (duly acknowledged by IT) and latest "IT assessment order".

**Annexure-III**

**(Format for undertaking to be provided by the Recovery Agents (RA))**

(Notes: (1) To be stamped as an Affidavit in accordance with the local Stamp Law in force in the State in which it is sworn/affirmed before the Magistrate; and (2) To be affirmed before a Notary Public or a Magistrate or any other person competent to administer oaths, who should affix his Official Seal.

**I, .....son/daughter of ....., am authorized by the  
.....(firm/company) to furnish the below undertaking  
on behalf of .....  
(firm/company).**

**I, on behalf of ..... (firm/company) do hereby solemnly affirm and state that:**

- (i) The Firm/Company (also known as “Agency”) is an entity constituted under Indian Law and the promoters/partners/key personnel are Indian citizens
- (ii) There has been no disqualification such as removal /dismissal of the Recovery Agent from service earlier
- (iii) The Agents/promoters/partners/key personnel - have not been convicted of any offence and sentenced to a term of imprisonment,
- (iv) The Agents/promoters/partners/key personnel have not been found guilty of misconduct in professional capacity, or offence involving moral turpitude or otherwise,
- (v) The Agency’s promoters /partners/key personnel are not a un-discharged insolvent,
- (vi) The Agency possesses PAN Card / GSTIN
- (vii) The Agency has not been blacklisted by any bank nor any complaint filed against the firm/company before CBI / Serious Fraud Investigation Cell / Court.
- (viii) The Agency shall ensure that there is no any conflict of interest in the assignments entrusted by the Bank and if the Agency comes to know of any such conflict of interest, they shall disclose the same immediately to the Bank.
- (ix) I on behalf of the Agency, undertake to keep the Bank informed of any events or happening which would make the agency ineligible for empanelment as a ..... Agency.
- (x) I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure.

Solemnly affirmed at \_\_\_\_\_ on \_\_\_ the Day \_\_\_\_\_ 2021

Identified By Me  
Notary Public

**(Authorized Signatory)  
Deponent**



**(Scope of work)**

The broad scope of work for Recovery Agent shall be as follows (specific aspects shall be indicated at the time of issuing engagement letter):

- Follow-up with the Borrower/Guarantor for persuasion for repayment of bank dues and educating them about the consequences of the provisions of SARFAESI Act.
- Persuading the Borrower/Guarantor for settlement proposals (OTS/NS) for further discussions with Bank.
- Arranging for sale of security/ disposal of the assets under Banks possession.
  - The scope shall further include attending to legal and any other matters and providing other services that may be necessitated till effective sale/ disposal of assets/ closure of the RAs.