



-Empanelment of Chartered Accountant Firms for post-sanction monitoring and follow up for assistance provided by MUDRA to various lending institutions

Micro Units Development & Refinance Agency Ltd. (MUDRA) was launched on April 08, 2015 as a wholly owned subsidiary of SIDBI to fund the unfunded micro enterprises in the country. MUDRA is a Public Ltd. Company registered under Companies Act, 2013 and registered with RBI as a Non-Banking Financial Institution (NBFI) U/S 45-IA of RBI Act, 1934 with its registered office and Corporate Office at MSME Development Center, C-11, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051. MUDRA provides refinance to last mile financiers like Banks, NBFC-MFIs, NBFCs and other institutions engaged for lending to micro enterprises across the country. For more details on MUDRA, please visit www.mudra.org.in

MUDRA invites proposals from eligible CA Firms for empanelment for post-sanction monitoring and follow up for, assistance provided by MUDRA to various lending institutions. Those firm who have experience in providing such services to similar institutions including banks, may apply for the same. The indicative scope of work is given in **Annexure-I**.

The eligibility criteria is given at **Annexure II**.

We request you to submit your proposal in a sealed cover on or before **August 10, 2018 by 05.30 pm** to **The Chief Executive Officer, MUDRA Ltd., MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 051** (Telephone Nos : 022-67221465/67531129; e-mail : mayadhar@mudra.org.in, ceo@mudra.org.in.)



Annexure I

Broad Scope of Works

1. To carryout end use verification of beneficiaries by carrying out field visits to ensure eligibility status & proper end use of funds by examination of records / visits as deemed appropriate as per the MUDRA Refinance Scheme.
2. If so desired by MUDRA, to undertake periodic visit to the office and field areas of the lending institutions and as a rule, the gap between any two visits to a particular MFI should not be more than six months. Frequent visits may require for some of the cases, as advised by MUDRA from time to time.
3. Field visit should, inter alia, involve visiting office of the borrower entity of MUDRA, discussions with Chief Executives/Management of the lending institution, discussion with staff and participatory discussions with clients of borrower entity.
4. Reporting to MUDRA in the prescribed format regarding the work undertaken as per directions of MUDRA from time to time.

**Annexure-II**

<u>S.No.</u>	<u>Particulars</u>	<u>Required Documents</u>
1	The Firm Should possess a valid registration (Firm constitution Certificate)/ from the Institute of Chartered Accountants of India. (documentary proof to be taken).	Firm Registration certificate from ICAI
2	The CA firm shall have minimum 2 partners. Details of each partner including experience, qualification etc. and their Membership Number with Institute of Chartered Accountants of India (ICAI) to be submitted.	Firm constitution certificate, membership certificate
3	The CA firm shall have minimum 5 years of relevant experience of certification of Book Debts, monitoring visits, regulatory certifications required by RBI and other regulators, for NBFC-MFIs / NBFCs/ Banks.	Copy of appointment/ assignment letters
4	The firm shall have suitable Infrastructural facilities, including office set up and qualified manpower for carrying out such exercises. The key professional staff shall have the competence and experience to carry out the assignment in a time bound manner.	Brief profile of the firm including contact details with email ids.
5	The firm shall have wide presence preferably across States. The preference also be given to CA Firms having presence and operations in the states of Uttar Pradesh, Bihar, West Bengal, Odisha, Madhya Pradesh, Tamil Nadu, Karnataka, Kerala, Delhi-NCR, Assam, Chhattisgarh, Rajasthan, Maharashtra, and Jharkhand. MUDRA reserve the right to restrict the maximum number of CA firms to be empaneled in a state/ on	Details to be furnished in the attached format-I



	all India basis, so as to have representation of all the above states in the list of empaneled Firms.	
6	The firm shall execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by MUDRA.	To be executed after empanelment.
7	The firm shall ensure that the exercise is carried out in a professional manner and in case of any misconduct & negligence, MUDRA reserves the right to report the matter to ICAI / RBI, under the regulation / guidelines issued from time to time	-do-
8	The CA Firm should not sub-contract the assignment to any other firm/ company/ third party or other persons.	-do-
9	A declaration to be furnished by the firm regarding its interests, if any, in the assisted unit of MUDRA (for which due diligence exercise needs to be carried out) in the capacity of Director/ promoter etc.	-do-
10	A declaration should be furnished by the firm that credit facilities availed by the firm or partners or firms in which they are partners or directors including any facility availed by a third party for which the firm or its partners are guarantor/s have not turned or are non- performing assets, as per the prudential norms of RBI. In case the declaration is found incorrect, the assignment would get terminated besides the firm being liable for any action under ICAI/RBI guidelines.	-do-



Format-I

S.No	Particulars	Details
1	Address of the branch office	
2	Name of the partner In-Charge with contact no.	
3	Details of the staffs in the Brach with qualifications	
5	Contact details	
