

## **EXPRESSION OF INTEREST**

### **Empanelment of Recovery/Enforcement Agent(s)**

TO  
DY. GENERAL MANAGER  
RECOVERY  
UCO BANK, HEAD OFFICE, 7<sup>TH</sup> FLOOR  
10, B.T.M SARANI,  
KOLKATA-700001

<b>Applied for:</b>	<b>Recovery Agent</b>	<b>Enforcement Agent</b>	<b>Both</b>
<b>Tick wherever applicable</b>			
<b>BIO-DATA</b>			
<b>Sl. No.</b>	<b>Heads</b>	<b>Particulars</b>	
1.	Name of the Recovery/Enforcement Agent/Agency		
2.	Constitution (Individual/Firm/Company/Institution etc.,)		
2.a.	In case of Firm/Company, type of constitution (Partnership/Proprietorship/Ltd. Company etc. to be mentioned.		
3.	Key Managerial Personnel (please enclose letter of Authority)		
4.	Regd. Number of Firm/Company		
	Present Net Worth of Agency (It should be minimum Rs. 10.00 Lakh or above) CA Certificate to be provided.		
5.	Membership No./Registration No. of IIBF		
6.	Having Operation in multiple States/UTs	(Yes/No)	
7.	Mention the name of States in India where providing Services		
8.	Regd. Office/Head Office Address (also mention Branch(es) if any)		
9.	Mention total number of Employees in the pay roll of the Agency. (Documentary Proof such as copy of attendance sheet, Provident Fund sheet etc. is required)		
10.	Mention the name of Banks where the agency is providing Services (Copy of empanelment/recent work allotment order to be attached).		
11.	PAN /TAN No.		
12.	ITR (previous two FYs), Profit & Loss Statement (previous two FYs)		
13.	Contact Numbers (i) Landline (ii) Mobile	Head Office: Regional Office: Contact Person:	
14.	E-Mail ID		
15.	Details of past experience in number of years and name of institution where worked		

16	<b><u>Details of cases handled in last FY 2023-24:</u></b>																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Total No of cases handled in FY 2023-24</td> <td style="width: 30%;">Recovery Made in FY 2023-24 (Amount in Lakh)</td> <td style="width: 30%;">Commission Received in FY 2023-24 (Amount in Lakh)**</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>		Total No of cases handled in FY 2023-24	Recovery Made in FY 2023-24 (Amount in Lakh)	Commission Received in FY 2023-24 (Amount in Lakh)**																																									
Total No of cases handled in FY 2023-24	Recovery Made in FY 2023-24 (Amount in Lakh)	Commission Received in FY 2023-24 (Amount in Lakh)**																																											
**Commission received to be tallied with 26 AS (Income Tax)																																													
17	<b><u>Details of Empanelment with Other Banks/FI in Last FY 2023-24:</u></b>																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">SL No</th> <th style="width: 25%;">Name of Banks/FI where empaneled during last FY</th> <th style="width: 15%;">Zone/State where working</th> <th style="width: 15%;">Total Cases handled last FY</th> <th style="width: 20%;">Out of Total Cases, Recovery made in how many cases in last FY</th> <th style="width: 30%;">Recovery made in amount (Lakh) in last FY</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td> </td> <td>TOTAL</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				SL No	Name of Banks/FI where empaneled during last FY	Zone/State where working	Total Cases handled last FY	Out of Total Cases, Recovery made in how many cases in last FY	Recovery made in amount (Lakh) in last FY																																TOTAL				
SL No	Name of Banks/FI where empaneled during last FY	Zone/State where working	Total Cases handled last FY	Out of Total Cases, Recovery made in how many cases in last FY	Recovery made in amount (Lakh) in last FY																																								
	TOTAL																																												
** Empanelment letter /Work Allotment Order of Each Bank/FI and other documents having mention of Area/work place to be submitted.																																													
18	<b><u>Specialization in any specific area for Recovery to be mentioned:</u></b>																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">SL</th> <th style="width: 45%;">Area of Specialization</th> <th style="width: 20%;">Cases Handled in this segment in last FY</th> <th style="width: 30%;">Out of such Cases, Recovery made in how many cases in last FY</th> </tr> <tr> <td style="text-align: center;">1</td> <td>SARFAESI Possession and Auction Sale of Stock, Plant &amp; Machinery, Land &amp; Building*</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">2</td> <td>Vehicle Seizure &amp; Sale**</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">3</td> <td>Agriculture Loan/KCC/Govt. Sponsored/unsecured Loans</td> <td> </td> <td> </td> </tr> </table>				SL	Area of Specialization	Cases Handled in this segment in last FY	Out of such Cases, Recovery made in how many cases in last FY	1	SARFAESI Possession and Auction Sale of Stock, Plant & Machinery, Land & Building*			2	Vehicle Seizure & Sale**			3	Agriculture Loan/KCC/Govt. Sponsored/unsecured Loans																												
SL	Area of Specialization	Cases Handled in this segment in last FY	Out of such Cases, Recovery made in how many cases in last FY																																										
1	SARFAESI Possession and Auction Sale of Stock, Plant & Machinery, Land & Building*																																												
2	Vehicle Seizure & Sale**																																												
3	Agriculture Loan/KCC/Govt. Sponsored/unsecured Loans																																												
18A	*In case of <b>Specialization in SARFAESI Possession and Auction Sale</b> please mention <b>Average Time taken from issuance of 13(4) to sale:</b> Yes/No (Please Tick)																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Category for sale</th> <th style="width: 20%;">Less than 6 months</th> <th style="width: 20%;">More than 6 months to 12 Months</th> <th style="width: 30%;">More than 12 Months</th> </tr> <tr> <td>Stock</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Plant &amp; Machinery</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Land &amp; Building</td> <td> </td> <td> </td> <td> </td> </tr> </table>				Category for sale	Less than 6 months	More than 6 months to 12 Months	More than 12 Months	Stock				Plant & Machinery				Land & Building																													
Category for sale	Less than 6 months	More than 6 months to 12 Months	More than 12 Months																																										
Stock																																													
Plant & Machinery																																													
Land & Building																																													

18 B

**\*\*In case of Specialization in Vehicle Seizure & Sale** please mention whether the Agency is having own garage space/warehouse for safekeeping of the seized vehicle: Yes/No (Please Tick)

If yes, mention the Location:

Sl No	Location of own garage space/warehouse
1	
2	
3	

**Average time Required from Seizure to Sale:**

For Vehicle Seizure mention the average time taken (No of days) by the agency from Seizure to final sale of the vehicle:

No of Days	Please Tick
Up to 30 Days	
More than 30 to 60 Days	
More than 60 to 90 Days	
More than 90 days	

19

Whether agency run by Ex-Revenue/Tax/Police Officials, senior ex-officials of CBI, Ex-Police/Defence Services including para-military forces/ex-banker

Yes/No

20

Whether Agency is having digital exposure and state of the art technology viz., end-to-end digital solutions, anchoring numerous options for recovery, digital interface, Call Centre, integration with different Govt. Platforms/Courts/Tribunals etc.

Yes/No

21

Additional Information, if any

22

Expression of Interest Submitted for:

Empanelment as	Tick
Recovery Agent	
Enforcement Agent	
Both	

**Check List of Documents to be Attached:**

23

Documents to be submitted in support of	Name of the Document Submitted (Self attested)	Please Tick
Key Managerial Personnel	Letter of Authority	
Regd. Number	GST Registration Certificate of the Company/Firm/Individual	
Membership No./Registration No. of IIBF	Certificate Copy of IIBF	
Mention the name of States in India where providing Services	Copy of empanelment/ recent work allotment order/ or any other documentary proof up to satisfaction of the Bank	

	Regd. Office/Head Office Address (also mention Branch(es) if any)	MOA (Memorandum of Association)/AOA (Article of Association) or any other documentary proof up to satisfaction of the Bank	
	Mention total number of Employees in the pay roll of the Agency.	Proof of attendance sheet, Provident Fund sheet etc./or any other documentary proof up to satisfaction of the Bank	
	Agency run by Ex-Revenue/Tax Officials, senior ex-officials of CBI, Ex-Police/Defence Services including para-military forces/ex-Banker	Proof of ex-employee, if any, or any other documentary proof up to satisfaction of the Bank	
	Name of Banks/FI where providing Services	Copy of empanelment/ recent work allotment order	
	PAN /TAN No.	Copy of Document	
	ITR (previous two FYs), Profit & Loss Statement (previous two FYs)	IT Return of Last 2 years & Copy of 26AS	
	Present Net Worth	CA Certificate	
	KYC Documents	1. Registration of Firm/ Certificate of Incorporation of the Entity. 2. Voter Card/Aadhar Card & PAN Card (Key Personnel/Key Managerial Personnel);	
	Latest Police Verification Report	Original Report	
	Notarized Undertaking	(Annexure-I)	
24			

I/We do hereby declare that the above information furnished by me/us is correct.

Date:

(Signature with Stamp)

**UNDERTAKING-CUM-DECLARATION**  
**(TO BE DULY ATTESTED BY A NOTARY)**

Sub: **Empanelment of Recovery/Enforcement Agent (Agency).**

(1) I/We, Proprietor/Partner(s)/Director(s) of M/s..... hereby confirm that I/We have read and understood the Eligibility Criteria and fulfil the same.

(2) I/We further confirm that all the information, furnished by me/us is as per the requirement of the Bank, have been included in our bid.

(3) I/We further hereby undertake and agree to abide by all terms and conditions and guidelines stipulated by the Bank and RBI, as amended/modified from time to time. I/We understand that any deviation may result in disqualification of our bid/termination of the Agreement.

(4) I/We further hereby declare and confirm that I/We have not been declared as Wilful Defaulter/Defaulters by any bank or financial organisation due to non-repayment of my/our dues or there is no adverse remark in my/our CIBIL report for default of our financial obligations. I am authorising the Bank to pull CIBIL report or any other CIC report to cross check the credentials submitted by me.

(5) I/We further hereby declare that I/We have not been de-empanelled/black-listed or otherwise debarred/punished by any Bank/Financial Institution/Central Government/ State Government/any Central or State Undertaking or Corporation/ Reserve Bank of India or any other Regulatory Authority or any other Statutory Authority as on date of the publication of this EOI.

**(OR)**

I/We further hereby declare that the Proprietorship Concern/Partnership Firm/Company/..... (if any other entity) namely M/s ..... was de-empanelled/blacklisted/debarred by.....(Name of the Authority who blacklisted/debarred) from taking part in their Tender/Procurement for a period of .....years w.e.f. ....to..... The period is subsisting/over on.....and now I/We is/are entitled to take part in Tender/Procurement.

(6) I/We declare that no proceedings/inquiries/investigations have commenced/pending against me/us by any Statutory Authority/Regulatory Agency/Investigating Agency which may result in liquidation of company/ firm/proprietorship concern and/or may act as deterrent on the continuity of business and/or may hamper in providing the said services, as envisaged in this document.

(7) I/We further hereby declare that no legal action is pending against me/us for any cause in any legal jurisdiction.

(8) I/We undertake that adequate number of resources, if required by the Bank, will be deployed for the project to complete the assignment within the stipulated time and **I/We am/are capable of providing services across the country.**

**\*STRIKE OUT WHICH IS INAPPLICABLE**

Signature:

(1) .....

Name:.....

Designation:

(2) .....

Name:.....

Designation:

Name & Registered address of the Recovery/Enforcement Agency: .....

(Seal of the Recovery Agency)

Enclo. Letter of Authority for execution of the Notarized undertaking cum declaration (in Original)