

INVITATION FOR EXPRESSION OF INTEREST

Banaskantha District Co-operative Milk Producer's Union Limited (Banas dairy) invites Expression of Interest (EoI) from experienced Consultants for incorporation of Small Finance Bank (SFB).

The EoI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be downloaded from the Banas Dairy website <https://banasdairy.coop/b2b>.

Further details, if any, can be obtained from DGM (F & A, Audit), Banas Dairy, Contact No. 02742-252723, Ext 359.

Last Date for Submission is 09.06.2023 up to 15 hrs. Bid shall be submitted in sealed envelop super scribing **“EOI for appointment of Consultant for Incorporation of Small Finance Bank (SFB)”** addressed to DGM (F & A, Audit), Banas Dairy, Post Box No. 20, Palanpur – 385 001. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder’s responsibility that bid reaches our office on or before the scheduled time and date. Bids received late will be rejected.

Applicants meeting the qualification criteria may be invited for presentation / proposal before the committee.

I/c Managing Director

Note: Banas Dairy or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments without liability or any obligation for such request for EoI and without assigning any reason. The information provided at this stage is indicative and reserves the right to amend / add further details in the EoI.



**REQUEST FOR EXPRESSION OF INTEREST FOR
APPOINTMENT OF CONSULTANTS FOR 'INCORPORATION OF
SMALL FINANCE BANK (SFB)'**

Name and Address of the Procuring Office:

Deputy General Manager (F & A, Audit),
Ban​as Dairy, Post Box No.20,
Palanpur, Gujarat – 385001



Background and Scope of the Assignment:

We, Banaskantha District Co-operative Milk Producer's Union Limited, commonly known as Banas dairy, are seeking the services of an experienced and knowledgeable Consultant to assist with the process of obtaining a small finance bank license. The Consultant should possess extensive industry experience and possess a thorough understanding of RBI regulations and legal requirements pertaining to the incorporation of Small Finance Bank.

The scope of work includes carrying out a detailed eligibility analysis and review of Banas dairy's profile, formation of a separate company and its business plan, preparation, and submission of the application of the small finance bank to the RBI, reviewing and providing feedback on necessary documentation, ensuring compliance with RBI regulations and legal requirements, and liaising with the RBI on behalf of the Banas Dairy.

The overall responsibility of the Consultant will encompass all the jobs required for incorporation of Small Finance Bank with strict control avoiding any time / cost overrun. The Consultant will have to work in close coordination with Banas Dairy and its deputed Team and all major decisions shall be taken in consultation with them.

Competent and capable consultants who meet all the requirements are invited to submit their Expression of Interest (EOI), along with the necessary information (refer appendix 1 & 2) and documents as outlined to the DGM (F & A, Audit) at Banas Dairy, Post Box No. 20, Palanpur – 385001. The deadline for submission is **09.06.2023 up to 15 hrs**. Based on the received EOIs, limited tenders will be issued to the shortlisted consultants who are deemed competent and capable, for the purpose of awarding the contract.

Details of Scope of work, Pre-Qualification Requirements and other Requirements are as under:

1.0 Scope of work:

- Stage-1: Carrying out detailed eligibility analysis and review of Profile of Banas Dairy, its directors and eligibility criteria of RBI and submission of its report to Banas Dairy, Management.
- Stage 2: Procuring requisite legal approvals from Gujarat government for forming a company and making investment in proposed company for forming up a Small Finance Bank by Banas Dairy.
- Stage 3: Formation of Separate Company & its Business Plan and Preparation & submission of an application of the Small Finance Bank to the RBI.
- Stage 4: Reviewing and providing feedback on the necessary documentation required by the RBI for small finance bank application.
- Stage 5: Ensuring compliance with RBI regulations and legal requirements for Small Finance Bank.
- Stage 6: Responsible for application process, including liaisoning with the RBI on behalf of the Banas Dairy.
- Stage 7: Providing an action plan and guidance to Banas Dairy for meeting legal and regulatory requirements post-license issuance, including but not limited to maintenance of necessary documentation and records, adherence to reporting requirements, and implementation of effective risk management and internal control systems. The



consultant shall provide ongoing support and guidance to Banas Dairy in these areas for a period of one year from the date of license issuance.

2.0 Pre-qualification requirements:

Criteria	Proof of documents to be submitted
The bidder shall be a Partnership firm/ LLP / Private Limited Company / Limited Company having its Registered Office in India The bidder organization should have been in existence for at least 3 years as on the date of Bid submission. Bidder shall have valid GST & PAN registration.	Attach copy of supporting documents.
The bidder must have successfully completed at least 1 (one) project for incorporation of Small Finance Bank (SFB)/ NBFC in the last 5 (five) Financial years. The bidder should not have been blacklisted by any Govt. Department /PSU/ PSE / RBI / IBA or nationalized Banks.	Copies of work orders and completion certificates from the clients shall be submitted. Self-declaration to that effect shall also be submitted.

3.0 Bid Requirements:

3.1 In this EOI, the following terms shall be interpreted as indicated:

“Bid” means response to this EOI

“Bidder” means the respondent to this EOI.

3.2 The Bidder/consultant shall enclose documents along with the bid to show that it has previous experience in having successfully completed in the recent past works of similar nature together with the name of OWNER . It shall be the responsibility of the Bidder to fill complete, correct and accurate information in line with the requirements/stipulations of the EOI Document, regarding their past experience and other information required to facilitate due evaluation/consideration of their bids. In case any essential information given by a bidder/consultant is found to be incorrect or a misrepresentation, the bid is likely to be rejected as not responsive, and if the bid has resulted in a contract, the contract is liable to be terminated.

3.3 The selected consultant (bidder) shall not be allowed to participate in “indirect participation”. An `indirect` participation shall include a participation through an `affiliate` or as a subcontractor, consultant. the expression `affiliate` for the purposes of this clause will include any person or company or association (howsoever designated) which is a member of the consultant (if the consultant is a joint venture or consortium) or who or which directly or indirectly holds 10% (ten percent) or more of the capital or voting capital of the consultant (if the consultant or any of its members is a company or body corporate) or who or which is a consultant or subcontractor of the consultant with regard to this project, and any contractor/ supplier of which the consultant or an affiliate is a member (if the contractor/ supplier is a consortium or joint venture) or in which the consultant or an affiliate directly or indirectly holds



10% (ten percent) or more of the capital or voting capital (if the contractor/ supplier or any of its members is a company or body corporate).

3.4 The bidder shall have to sign a Secrecy Agreement / Non-Disclosure Agreement with Banas Dairy whenever called for.

3.5 The Consultant shall be deemed:

(a) to have understood the work and all available information relating thereto (including any such information provided by or on behalf of Dairy), and

(b) to have satisfied itself, before submitting its bid, as to the form and the extent and nature of work and manpower necessary for the completion of the Works, and other infrastructure and it may require, and

(c) generally to have obtained all necessary information as to risks, contingencies and all other circumstances which may influence or affect its bid.

3.6 Furthermore, the CONSULTANT shall be deemed to have taken into account, prior to entering into the Contract, any further information provided by Banas Dairy before the Effective Date.

3.7 No failure by the CONSULTANT to become knowledgeable about or to discover matters which affect the Works shall relieve it of its obligations under the Contract.

3.8 The Banas Dairy shall not be liable to the CONSULTANT for claims for additional payments under the Contract on account of matters affecting the Works, and/or any associated activities, which the CONSULTANT: (a) should have determined and understood prior to submission of its bid for the performance of the Works on the basis of information provided by or on behalf of Banas Dairy or (b) Could reasonably be expected to have been aware of as an experienced CONSULTANT in the field of the kind of works to be performed under the Contract.



Appendix 1

Bidders details

Sl. no	Particulars	Details
1	Name	
2	Date of Incorporation and / or commencement of business	
3	Certificate of incorporation	
4	Company website URL	
5	Company Pan Number	
6	Company GSTIN Number	
7	Particulars of the Authorized Signatory of the Bidder <ul style="list-style-type: none">• Name• Designation• Address• Phone Number (Landline)• Mobile Number• Fax Number• Email Address	

Name & Signature of authorised signatory

Seal of Company



Appendix2.

FORMAT FOR ESTABLISHING THE TECHNICAL EXPERIENCE OF THE BIDDER

1. Brief Profile of the Firm
2. Details of the firm,

Sl. no.	Description	Detail	Supporting document
1	No. of years of experience in consulting		Audited Annual Accounts. For FY 2022-23, Provisional Annual Accounts certified by Practising CA may be accepted.
2	Turnover figure of last 5 completed years		
	2022-2023		
	2021-2022		
	2020-2021		
	2019-2020		
	2018-2019		

3. Details of the key staff members

Sl. no	Name	Qualification	No. of years of experience	Key projects handled
1				
2				
3				
4				

4. Details of projects completed for incorporation of Small Finance Bank/NBFC

Description Detail	Detail
Client Name	
Project Start & End Date	
Project Description	

The above table should be submitted for each of the showcased project along with relevant supporting documents (like Work Order/ Contract Agreement/ performance certificate / completion certificate)

Name & Signature of authorised signatory

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