

**CENTRAL BANK OF INDIA  
RFP FOR EMPANELMENT OF CORPORATE BUSINESS CORRESPONDENTS  
FOR URBAN/METRO LOCATIONS  
FOR FINANCIAL INCLUSION BANKING SERVICES THROUGH KIOSKS/NON-KIOSKS**



**REQUEST FOR PROPOSAL  
FOR EMPANELMENT OF CORPORATE BUSINESS CORRESPONDENT  
FOR URBAN/METRO LOCATIONS  
FOR FINANCIAL INCLUSION BANKING SERVICES THROUGH KIOSKS/NON-KIOSKS**

**JULY, 2022**

**Tender Number CO: ARD: FI: 2022-23:346 Dated 15.07.2022**

**Last date for Submission of RFP: 05.08.2022 before 03.00 PM**



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**1.0 Bid schedule and address:**

Sr. No.	Description	
1.	Name of the project	RFP For Empanelment of Corporate Business Correspondent for Urban/Metro locations for Financial Inclusion Banking Services through Kiosks/Non-Kiosks for Central Bank of India
2.	Tender Reference No.	CO:ARD:FI:2022-23:346 dated 15.07.2022
3.	Date of uploading the RFP on Bank's website	15.07.2022
4.	Last date and time for Submission Bids	05.08.2022 3 Pm
5.	Date and Time of Bid opening	05.08.2022 4 Pm
6.	Place of Bid submission, Opening of Bids	Central Bank of India Financial Inclusion Cell, ARD & FI Department 2nd Floor, Mumbai Main Office, Fort, M G Road, Mumbai- 400023
7.	Name and address for communication	General Manager Central Bank of India Financial Inclusion Cell, ARD & FI Department 2nd Floor, Mumbai Main Office, Fort, M G Road, Mumbai- 400023
8.	Bid related queries	Shri R C Bairwa Assistant General Manager - FI Email ID: <a href="mailto:dgmfi@centralbank.co.in">dgmfi@centralbank.co.in</a> Contact 8652001956 022-22618021

*Note: Bids will be opened in the presence of the Bidders' representative who chooses to attend*



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**Annexure**

Sr. No.	Eligibility Criteria	Document proof to be submitted
1.	<b>Consortium not allowed</b>	
2.	CBC should have been operating in Tier-1 cities (Metro & Urban) for more than 5 years  Tier 1 Cities are <b>1.Metro Cities-</b> Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Kolkata, Ahmedabad, Pune.  <b>2. Cities with Population of more than 5 lakh.</b>	Certificate from Banks to be attached signed by GM/DGM/AGM (FI) of the bank along with affidavit by the bidder
3.	Bidder should be a LLP, Partnership Firm, NGO/MFI/Cooperative Society/NBFC-ND/registered Company in India under Companies Act 1956 /2013.	Relevant registration certificate to be attached with the bid.
4.	CBC should be associated with at least one Public Sector Bank for the last 3 years.	Certificate from Banks to be attached signed by GM/DGM/AGM (FI) of the bank
5.	CBC should have network of minimum 50 and maximum 500 BCs appointed and active at the time of application	Certificate from Banks to be attached signed by GM/DGM/AGM (FI) of the bank along with affidavit by the bidder
6.	Bidder should have net profit for the last financial year as per audited balance sheet.	Audited Balance Sheet and Certificate from CA
7.	Preference to be given to CBCs other than the already empanelled CBCs	
8.	The CBC should not have been blacklisted by any authority/organization/bank or had its services discontinued due to non-performance	Declaration required from the bidder as perannexure-5
9.	The CBC should not be defaulter of any bank	Self-Declaration certified by CA
10.	The memorandum/Bye laws/constitution of the applicant should permit to undertake the business correspondents business.	Certificate duly signed by CA/CS as per annexure-4



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**Annexure-1**

**Offer cover letter**

Date: \_\_\_\_\_

Offer Reference No.: \_\_\_\_\_

General Manager (Priority sector)  
Central Bank of India

We, the undersigned, submit offer for Business Correspondent Urban/Metro locations for Financial Inclusion through Banking Service through Kiosks/Non-Kiosks in conformity with the said offer

If our offer is accepted, we undertake to commence services as specified in this offer.

If our offer is accepted, we will provide Performance Bank Guarantee of a Public Sector Bank per kiosk for the allocated locations and interest free security deposit for the duration of the contract period as per terms and conditions of the contract.

We agree to abide by this offer till 180 days from the date of offer opening and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

Until a formal contract is prepared and executed, this offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We understand that the Bank is neither bound to accept the lowest or any offer the Bank may receive, nor to give any reasons for rejection.

For (Bidder name) with stamp

Signature      Name of Signatory      Designation of Signatory      Date of Submission



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**Annexure 2**

**Bidders' Profile**

Name of the Entity

Constitution

Complete Address

Correspondence address

Names of the Head of the entity

Designation		
Email Id		
Contact details i.e. Mobile etc.		
Contact Person(s) for the RFP		
Telephone, Fax, e-mail id of Contact person		
Name of Banks with whom working as Corporate Business Correspondents		
No of Agents engaged in Tier 1 Cities ( Metro & Urban)	2020-21	2021-22
Tier 1 Cities are <b>1.Metro Cities-</b> Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Kolkata, Ahmedabad and Pune. <b>2. Cities with Population of more than 5 lakh</b>		
GST No		

IGST No

**LIST OF STATES CURRENTLY WORKING**



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Please give brief financial particulars of your firm for the latest 3 years as per audited balance Sheet along with the volume of business handled.

Year	Financial year ( 2019-20)	Financial year ( 2020-21)	Financial year ( 2021-22)
Net Worth			
Total Turnover			
Net Profit			

**Signature:**

**Name:**

**Date :**

**Seal of company:**





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Annexure-3

**Format of certificate from public sector banks signed by GM/DGM/AGM - FI**

The General Manager  
Central Bank of India  
Financial Inclusion Cell,  
ARD &FI Department  
2nd Floor, Mumbai Main Office,  
Fort, Mumbai- 400023

Reg: **FINANCIAL INCLUSION SERVICES PROVIDED BY \_\_\_\_\_ "VENDOR NAME" \_\_\_\_\_**

Dear Sir,

1. M/s \_\_\_\_\_ have been working with our Bank as TSP/CBC (Corporate Business Correspondent) since \_\_\_\_\_ (Date). They have been allotted \_\_\_\_\_ number of CSP (Customer Service Points) for coverage through Business Correspondents, out of which \_\_\_\_\_ number of BCs were found active during the last FY (01.04.2021 to 31.03.2022).
2. The BCs deployed by the company have canvassed Rs. ---- crore Deposit in accounts as on 31.03.2022 opened through BCs.
3. The average monthly transactions during the period (01.04.2021 to 31.03.2022) made by the CSPs deployed by the company is.....
4. The various services provided at BC points are \_\_\_ in number and include (Account opening, Cash withdrawal, cash deposit, APY, PMJJBY, PMSBY, \_\_\_\_\_, \_\_\_\_\_ (all services provided to be given here)
5. The services provided by M/s \_\_\_\_\_ are found to be satisfactory and there are no major issues.
6. Number of Tier 1 cities (Metro Cities are Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Kolkata, Ahmedabad, Pune and Cities with Population of more than 5 Lakh) covered by CBC (Corporate Business Correspondent). Specify Names of the all the Tier 1 cities (Metro/Urban) along with number of active BCs thereon.

This certificate is issued at the request of M/s \_\_\_\_\_ solely for the purpose for submitting response to RFP along with other documents for the tender dated.....for empanelment of CBCs floated by Central Bank of India.

Signature

(\_\_\_\_Name\_\_\_\_)  
General Manager



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**Annexure-4 Format of Certificate required from Chartered Accountant**

The General Manager  
Central Bank of India  
Financial Inclusion Cell,  
Priority Sector Department  
2nd Floor, Mumbai Main Office,  
Fort, Mumbai- 400023

Dear Sir,

In respect of M/S -----, we certify as under:

- 1) The company is engaged in FI business for the last 5 (Five) FY years in tier-1 cities( Metro & Urban), since \_\_\_\_\_
- 2) The company has earned Net profit for the last financial year as per audited balance sheet amounting to Rs. \_\_\_\_\_, Rs FY
- 3) Average Net worth of the company for latest three financial year as per audited balance sheet are Rs. \_\_\_\_\_, Rs. \_\_\_\_\_ and Rs. \_\_\_\_\_ for the FY year 1. 2. 3. Respectively.
- 4) The average turnover of the company for latest three Financial Year is Rs \_\_\_\_\_, Rs \_\_\_\_\_ and Rs \_\_\_\_\_ for FY 1. 2. 3. Respectively.
- 5) The activity required for undertaking Business Correspondent business has been incorporated in the memorandum & Article of Association of the company.

-----  
M/S -----  
Chartered Accountant  
DIN No.





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**Annexure-5**

**UNDERTAKING FOR NON- BLACKLISTED/DISCONTINUATION OF SERVICES**

**To be provided on letter head of the Bidder's Company**

To,  
The Deputy General Manager  
ARD & FI Department  
Central Bank of India  
Central Office  
Mumbai

Sir,  
Reg: RFP for Empanelment of Corporate BC for implementing Financial Inclusion.

We M/s \_\_\_\_\_, a company incorporated under the companies act, 1956 with its headquarters at, \_\_\_\_\_ do hereby confirm that we have not been blacklisted/ debarred by the Government / Government agency /RBI/IBA/ Banks / Financial Institutions in India during last 3 years as on 31.03.2022. Further Services has also not been discontinued by any bank due to non-performance/poor performance.

This declaration is been submitted and limited to, in response to the tender reference mentioned in this document

Thanking You,

Yours faithfully

Signature of Authorized Signatory	
Name of Signatory	
Designation	
Seal of Company	
E-mail ID	
Mobile no/Telephone No	
Seal Of Company	
Date and Place	



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**Annexure -6 Details of contracts and orders**

Sl. No.	Name of Bank	Contract detail	No. of points- Allotted/Active	Total

