

## EMPANELMENT OF DUE DILIGENCE AGENCY

NEDFi Venture Capital Ltd (NVCL) invites applications from experienced due diligence agencies for empanelment for Financial/Accounting & Legal/Secretarial Due Diligence on fee based assignments. The detailed list of areas along with required experience is available in the NEDFi website [www.nedfi.com](http://www.nedfi.com). Detailed application mentioning all particulars may be sent by post to the Chairman, NEDFi venture Capital Ltd, NEDFi House, G.S. Road, Dispur, Guwahati – 781006 or email to [nvcl@nedfi.com](mailto:nvcl@nedfi.com) latest by 03.12.2021. **Kindly write “Empanelment of Due Diligence Agency” on the top of the envelop or as subject of email.** Phone (0361) 2222200; Fax (0361) 2237733, 2237734.

### **Financial/Accounting Due Diligence:**

Financial due diligence is an audit of a potential investment to confirm all facts, such as reviewing all financial records, plus anything else deemed material. This will target to provide an independent opinion on the financial health of the company and will also cover details like breakup of revenues, margins, operating/ non operating expenses etc. This will also involve the detailed study of shareholdings, past investments, debts etc. This will study in details the valuations of IPs, trademark, goodwill etc. Financial and accounting due diligence shall help the investment team to identify potentials financial risk and thereby provide a opportunity for addressing those red flags before investing.

The following type of experts will be engaged for accounting due diligence

Sl. No.	Type	Description						
1	Eligibility	Firms/ Companies with an experience of minimum of 5 yrs in conducting due diligence for startups/ early-stage companies/growth stage companies.						
2	Experience	Preference shall be given to Firms/Companies with: a) experience of due diligence of at-least 1 company with a turnover/net-worth of Rs.50 crores. b) experience in sectors like food processing, healthcare, tourism, education, agri and IT. c) experience of handling IPs, Goodwill, Trademark etc. d) experience of handling cross-country transactions.						
3	Period of empanelment	4 years from the date of issue of empanelment letter.						
4	Fees	The fees with regards to due diligence will be paid on a man day basis, calculated as under. <table border="1" style="width: 100%;"><thead><tr><th>Level</th><th>Fees per man day</th><th>Details</th></tr></thead><tbody><tr><td>Mid-level professional</td><td>Rs.10,000</td><td>With an experience of 2-5ys</td></tr></tbody></table>	Level	Fees per man day	Details	Mid-level professional	Rs.10,000	With an experience of 2-5ys
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Mid-level professional	Rs.10,000	With an experience of 2-5ys						

		Senior-level professional	Rs.20,000	With an experience of more than 5 yrs
		<p>a) Out of pocket expenses amounting to Rs.5000 per person per day shall be entertained ( on a case-to-case basis ).</p> <p>b) In case of outstation travel, the above shall be eligible for air-travel (economy)/ 2-tier AC train and hiring of vehicle.</p> <p>c) GST shall be charged over and above the fees.</p>		

**Legal/Secretarial Due diligence:**

Legal Due Diligence will involve the detailed analysis of legal aspects, regulatory and statutory compliances of the investee company. The objective of this process is to have a clear understanding of the legal position of the investee company as well as the promoters, so that the investments made by the funds will not be in any violation of the laws of the land. This due diligence process will also involve the status of the IPs, trademarks, goodwill etc.

The following type of experts will be engaged for legal due diligence

Sl. No.	Type	Description									
1	Eligibility	Firms/ Companies with an experience of minimum of 5yrs in conducting due diligence for startups/ early-stage companies/growth stage companies									
2	Experience	<p>Preference shall be given to those firms/companies</p> <p>a) experience of due diligence of at-least 1 company with a turnover/net-worth of Rs.50 crores.</p> <p>e) experience of due diligence in sectors like food processing, healthcare, tourism, education, agri and IT.</p> <p>a) with experience of handling IPs, Goodwill, Trademark etc.</p> <p>b) with experience of handling cross-country transactions.</p>									
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Mid-level professional	Rs.10,000	With an experience of 2-5yrs									
Senior-level professional	Rs.20,000	With an experience of more than 5 yrs									

## **Guidelines for Applicants (common for all)**

### General Instruction

- Fulfil minimum eligibility criteria.
- Provide supporting documents/reports/certificates etc as in support of qualification and experience.

### Conflict of Interest

The firms/companies will provide professional, objective, and impartial advice/opinion and at all times hold the NVCL's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

### Right to accept Proposal

NVCL reserves the right to accept or reject any request for proposal for empanelment, and to annul the Empanelment process and reject all empanelment proposals at any time prior to empanelment of firms/companies, without thereby incurring any liability to the affected Applicant(s) or NVCL or any obligation to inform the affected Applicant(s) of the grounds for such decision.

### Amendments in request for empanelment

At any time prior to deadline for submission of proposal, NVCL may for any reason, modify the request for empanelment. The modifications will be notified and such amendments shall be binding on firms/companies.

### Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any Applicants or any other persons not concerned with such process. The undue use by any Applicant of confidential information related to the process may result in rejection of its Proposal.

### Termination of association with NVCL

The empaneled firms'/companies' association with NVCL will terminate in following two Ways:

- a) Automatically, on expiry of the term of empanelment
- b) Termination of empanelment by NVCL at its sole discretion, due to non-performance during the execution of specific projects/cases as mentioned below but not limited to:
  - i. Performance is below expected level or
  - ii. Non adherence to the timelines of the Project or

iii. Quality of work is not satisfactory

The decisions of NVCL in above regard shall be final and binding. Upon the termination or expiration of empaneled firms'/companies' association with NVCL for any reason whatsoever, the firms/companies shall forthwith hand over to NVCL the possession of all documents, data, statements and any other property belonging to NVCL that may be in possession of the advisor/consultant or any of its employees or individuals assigned to perform the services under this contract.

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