

APPLICATION FORM FOR EMPANELMENT OF CONSULTANTS FOR TEV STUDY

(A) GENERAL DETAILS

S.No	Particulars	Details																					
1.	NAME OF CONSULTANT/ ORGANIZATION																						
2.	ADDRESS OF THE REGISTERED OFFICE																						
3.	TELEPHONE NUMBERS / FAX NO.																						
4.	E MAIL ADDRESS																						
5.	PARTICULARS OF ADMINISTRATIVE OFFICE AND BRANCHES (ADDRESSES WITH TELEPHONE, FAX NUMBERS ETC SHOULD BE GIVEN)																						
6.	CONSTITUTION (COPIES OF BY- LAWS/MEMORANDUM AND ARTICLES OF ASSOCIATION, AS APPLICABLE SHOULD BE ENCLOSED)	Individual/ proprietorship concern/ partnership firm/ private/public limited company/ co- operative society.																					
7.	DATE OF REGISTRATION/INCORPORATION																						
8.	DATE OF COMMENCEMENT OF BUSINESS																						
9.	PARTICULARS OF PROMOTERS/ PARTNERS/ DIRECTORS																						
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Name & Designation</th> <th>Age</th> <th>Qualification</th> <th>Industrial consultancy experience</th> <th>Whether working as a partner/ directors</th> <th>Particulars of partnership/ directorship with other organizations, if any</th> </tr> </thead> <tbody> <tr> <td></td> <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> <td></td> </tr> </tbody> </table>		S.No.	Name & Designation	Age	Qualification	Industrial consultancy experience	Whether working as a partner/ directors	Particulars of partnership/ directorship with other organizations, if any														
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4.	NAME & ADDRESSES OF BANKERS	
5.	BRIEF PARTICULARS OF THE ACTIVITIES, OTHER THAN CONSULTANCY	
6.	PARTICULARS OF CONSULTANCY INCOME DURING LAST 3 YEARS	Copies of latest audited financial statements/annual reports or copies of provisional financial statements in the absence of audited accounts should be enclosed
7.	PARTICULARS OF MEMBERSHIP/REGISTRATION WITH NATIONAL/INTERNATIONAL INSTITUTIONS/AGENCIES (EG INSTITUTE OF ENGINEERS, CHARTERED ACCOUNTANTS, COST ACCOUNTANTS, VALUERS, NACE, IBRD, ADB, CFTC ETC)	<p>Details to include:</p> <ul style="list-style-type: none"> • Name of professional body • Type of membership • Name of the organization • Type of services for which registered / enlisted
8.	PARTICULARS OF ASSOCIATIONS WITH FOREIGN CONSULTANCY ORGANIZATIONS, IF ANY	

(C) AREA OF SPECIALISATION

Service for which enlistment is sought, type of industry group and size of project should be clearly indicated

- Type of service
- Industry
- Size

(D) LIST OF IMPORTANT ASSIGNMENTS HANDLED (IN INDIA/ABROAD)

(Rs. In Lakh)

S.No	Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned	Name(s) of the firms associated with the assignment	Other relevant information such as capital cost of the project in the project report, progress of implementation recommendations etc

(E) DECLARATION FOR COMPLIANCE WITH PRE-REQUISITES:

I/We hereby undertake that all the pre-requisites listed above for enlistment as consultant for undertaking TEV study of industrial projects are satisfied by me/us & that all the information submitted by me/us is correct. I/we, further confirm that all the necessary supporting documents are enclosed with the application.

I/we understand that any discrepancy/wrong information would lead to cancellation of enlistment as consultant with immediate effect.

(F) ACCEPTANCE FOR TERMS & CONDITION

- i. *The empanelment is for conducting Techno Economic Viability Study of the new and existing projects. However, the Bank has the right to accept or not, the TEV report at its own discretion.*
- ii. *No costs incurred by the consultant conducting TEV study, in providing necessary clarifications or attending discussions, conferences or site visits be reimbursed by the Bank. The same may be directly negotiated/ arrived at by the TEV consultant and concerned borrower mutually.*
- iii. *The empanelment shall be valid for a period of **three years** unless otherwise revoked. However, performance review of the work assignment shall be carried out annually and continuation shall be subject to performance being found satisfactory by the Bank*
- iv. *If information and details furnished by me/us are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of will be cancelled immediately.*

- v. *I / We unconditionally accept that the Bank reserves the right to call for additional information/ documents for verification as may be required as and when necessary from time to time.*
- vi. *I / We unconditionally accept that the Bank reserves its right to remove/ delist the consultant firm from the panel without assigning any reason at any time. Consultants approval as empanelled technical Consultant will automatically cease if any adverse feature is noticed or reported by our bank branches/ Offices without assigning any reasons, whatsoever.*
- vii. *I / We unconditionally accept that the empanelment of the TEV Consultant (s) shall be sole discretion of the bank and the decision of the bank shall be final and binding in all respects.*
- viii. *I / We undertake to follow ethics of faith and will carry out the assigned job with due diligence maintaining the quality of work done in least possible time.*
- ix. *I / We understand that I/We will be held responsible for the findings/ suggestions/ implications on the report of assignment undertaken by him for any overestimate, wrong estimate/ under estimate etc. therein and withholding any information and will be liable for action as deemed fit.*
- x. *I /We will maintain confidentiality and secrecy of the assignment/ business given by the Bank.*
- xi. *I / We will refrain from carrying out any financial transaction with the Bank's borrower/ prospective borrower for whom the assignment is given.*
- xii. *I/We are enclosing declaration that the TEV firm is neither interested as promoter/ shareholders in the project entrusted for TEV study nor in any way involved in preparation of the project report.*
- xiii. *I / We have been not been delisted by any Bank /FI in the past for any act of professional misconduct/ Fraud.*
- xiv. *I / We confirm that the Partner/ Director/ Promoter of the empanel firm/ Company/ agency are not be convicted for any offence and sentenced to a term of imprisonment by any court.*
- xv. *I / We will carry out its assignment with due diligence and in accordance with prevailing standard of the profession.*
- xvi. *I / We undertake that, under no circumstances I/We will use any legend containing the Bank's name or symbol on his letter heads,*

signboards, name plates, visiting cards etc., and will not use this empanelment to canvas the business.

- xvii. *I / We unconditionally accept that the selection for empanelment does not amount to an appointment or right for an appointment to be made by the Bank and the Bank is free to avail the services of any technical Consultant of choice and no right exists for an empanelled Technical Consultant to claim that they alone should be entrusted with Bank's work.*
- xviii. *I/ We understand that the opinion of consultant would be of vital input for decision making of the Bank. In the event the opinion/ certification given by me/us turns out to be untrue and factually incorrect causing loss to the Bank, the Bank may seek such clarification as may be required to investigate the matter and fix accountability. In the event, it is established that there were gross negligence/ unfair practices/ professional misconduct on part of the consultant or it had colluded with the borrower in causing pecuniary damage/ loss to Bank, the Bank may recommend the name for inclusion in the caution list being maintained by the IBA for circulation amongst member Banks, and take other penal action as deemed necessary.*
- xix. *I/ We accept that in case, any report submitted by me/ us is found to be false or distorted and/ or I am/ We are found to be adopting unfair practices and indulge in irregularity/ fraud, the Bank can exercise right to inform/ notify bodies like Institute of Engineers/ Surveyors/ Chartered Accountants/ Valuers and professional bodies for such act/ professional misconduct and request for suitable action.*
- xx. *I / We unconditionally accept that empanelment of the firm does not amount to any commitment by the Bank to provide any professional assignment and Bank reserves the right to cancel the empanelment at any time without assigning any reason for the same.*
- xxi. *I/ we undertake to carry out the assignment as per the scope of Work specified by the Bank, but same shall not limited to scope defined in Bank's Guidelines issued from time to time. Bank reserves the right to ask for any additional information where necessary.*

Date:
Signatory

Proprietor/Partner/Authorised

Place:

Seal of the Firm / Entity

PRE - REQUISITE FOR EMPANELMENT

- i. Technical Expertise & qualification - minimum BE / B Tech / CA / ICWA or equivalent in the field of service offered. (In case of consultants other than individuals, and individuals with non-technical qualification, *specialist staff with requisite qualification to be on the rolls of employment or available on retention basis, with the applicant*. Such specialist staff may include senior retired engineers/professors.
- ii. Experience in the field of specialization/services for individuals. (In case of consultants other than individuals, the specialist staff employed/retained to have above experience.)
- iii. Constitution - Individual, proprietorship concern, partnership firm, private/public limited company or a co-operative society
- iv. Track-record of industrial consultancy
- v. Proof of establishment
- vi. Proof of Registration / affiliation with professional bodies
- vii. Willingness to take up assignment anywhere in the country
- viii. Proof of Empanelment by other banks/FIs
- ix. Satisfactory status reports from existing bank. In case of individuals, satisfactory references from previous employer.

NOTE: *Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure, but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant should enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document should be duly signed by the Applicant or their authorized representative.*

(A) COPIES OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

- i. Registration with local authorities
- ii. Memorandum & articles of association for company
- iii. Audited Balance sheets for the last three years
- iv. Other documents supporting expertise
- v. Registrations with professional bodies/organizations.
- vi. Letters of empanelment from other banks/financial institutions
- vii. TEV reports prepared in the past (last three)
- viii. CV of all key personnel, including that of technical experts
- ix. letters of assignments from clients
- x. Copies of 'No Objection Certificate' in case of present employers of part-time professionals
- xi. Copies of consent letters from associates
- xii. Any Other Documents as desired by Bank