

**EMPANELMENT OF CONSULTANTS FOR TECHNO ECONOMIC VIABILITY (TEV) STUDY**

Bank of India is inviting applications for empanelment of consultants for Techno-Economic Viability Study (TEVS) from the eligible individuals/proprietorship/partnership firms, Private/Public limited company/ Co-operative Society fulfilling the eligibility and other terms appended herewith in the **Annexure-A** along with the supportive documents.

The application in prescribed format (**Annexure-B**), complete in all respects, along with all supportive documents as stated in the application may be submitted from 01.04.2018 to 30.06.2018 at the BOI Zonal Office nearest to the registered/administrative office of the applicant.

Applications, which are not duly filled up and/ or lacking in required supporting documents, shall not be acknowledged and shall be treated as 'NOT RECEIVED.' Any application received after the above mentioned cut-off date shall not be considered for the process of empanelment.

The TEV Consultants presently empanelled with the Bank shall also be required to apply afresh and the existing panel of external consultants will cease to exist on 31.03.2018

The selected TEVS Consultants shall be intimated through email/ letter and the empanelment shall be valid for a period of three years, unless specifically delisted by the Bank at its discretion. No communication shall be made by the bank to any of the applicants not found suitable for empanelment.

BOI shall have the right to cancel the empanelment process itself at any time, without thereby incurring any liabilities to the affected applicants.

All applicants are requested to go through the annexures for eligibility criteria and other norms before applying. Any query in this regard may be sent by email to [HeadOffice.TAD@bankofindia.co.in](mailto:HeadOffice.TAD@bankofindia.co.in) .

**Disclaimer:**

BOI is not committed either contractually or in any other way to the applicants whose applications are accepted. The issue of this request for empanelment does not commit or otherwise oblige BOI to proceed with any part or steps of the process, subject to any law to the contrary and to the maximum extent permitted by law. BOI and its directors/officers/employees/contractors/agents and advisors disclaim all liabilities (including liabilities by reason of negligence) from any loss or damage, cost or expense incurred or arising by reasons of any person using the information and whether caused by reasons of any error, omission or misrepresentation in the information contained herein or suffered by any person acting or refraining from acting because of any information contained herein.

**A. Scope of Services:**

You are supposed to render the following services

- You are required to undertake comprehensive appraisal covering technical feasibility and economic viability of projects (TEV study)
- You may be required to carry out such study in connection with requests for fresh funding, additional funding or in cases of request for rehabilitation of sick units.
- You may also be assigned a project specific job to ascertain any technical capability or capacity and related financial aspects. A general guidance with regard to coverage in TEV Study report, which an empanelled consultant is required to adhere to, is in Annexure-I of the application form.

**B. Eligibility Criteria for Empanelment of Consultants:**

**1. Educational Qualification:**

Minimum B.E. / B. Tech or equivalent qualification in the field of service offered. In case of consultants other than individuals, specialist technical staff (person having an engineering degree with requisite experience) should be on the rolls of employment or available on retention basis, with the applicant. Such specialist staff may include senior retired engineers/professors or bureaucrats.

**2. Experience:**

Minimum 15 years of experience in the field of specialization/services for individuals. In case of consultants other than individuals, the specialist staff employed/retained should have above mentioned experience.

**3. Constitution:**

The consultant may be an individual, proprietorship concern, partnership firm, private/public limited company or a co-operative society.

**4. Affiliations:**

It is desirable that the consultant has affiliation with respective professional bodies like IEEE, Institution of Engineers etc.

**5. Financial Background:**

Status reports from bankers should be submitted and should be satisfactory (copies of last 2/3 years IT returns in case of individual or copies of last 2/3 years financial statements in case of firms/companies are to be submitted). In case of individuals, satisfactory references from previous employer are to be submitted.

**6. Consultancy Charges:**

The consultant should indicate the charges/fees and other conditions, if any, for each of the services offered separately. The charges/fees of the consultant should be reasonable and in line with the market trend. (The service charges/fees indicated would serve only as a reference and actual charges are to be negotiated at the time of giving a specific assignment in consultation with the applicant/borrower.)

7. Empanelment as TEV consultant with other banks/FIs is desirable.

**C. Validity of empanelment**

This empanelment as a TEV consultant will be valid for a period of three years, unless specifically delisted by the Bank at its discretion. You will have to apply afresh after the expiry of the empanelment every three years.

**D. Fee for empanelment**

The fee to apply for empanelment as TEVS consultant is as under

- i. For consultants other than ex-staff: Rs 25,000 /-
- ii. For ex-staff: Rs 5,000 /-

Definition of ex-staff: ex-staff are the officers of Bank of India who have worked as Technical Officers (Appraisal) in TAD/TACs of the Bank. Only those Technical Officers are eligible to avail the above mentioned concessional fee for empanelment who are seeking empanelment as TEVS consultant in their individual capacity.

A Pay Order/Demand Draft favoring 'Bank of India, name of the branch' should be submitted along with the application.

**APPLICATION FOR EMPANELMENT OF EXTERNAL CONSULTANTS FOR TEV STUDY**

**Annexure-B**

**1. Basic Information**

Name of the Consultant/Organization	
Address of the Registered Office	
Constitution	Individual/Proprietorship Concern/Partnership Firm/Pvt. Ltd. Company/Public Ltd. Company/Co-operative Society
Date of Registration/Incorporation	
Details of Offices/Branches of the firm/company	
PAN No.	
GST No.	
Promoter/Key Managerial Person	Contact Person
Name Mobile No Land line No Email	Name Mobile No Land line No Email
Details of the Subsidiary/Group companies	
Existing Banker Details	

**2. Applicant Financial information as on 31<sup>st</sup> March of previous financial year**

Paid up Capital	
Net Worth	
Income/Revenue	
PAT	
Borrowings	
Debt/Equity Ratio	

**3. Type of Industry, Size (Project outlay) and Location for which empanelment is sought:**

Industry	Sub Activity	Project Outlay	Experience	Location

**4. Whether Empanelled with any Banks/ Financial Institutions? If Yes, please give details (copies of letters empanelling the consultant to be enclosed)**

Name of the Bank/FI	Empanelment since

**5. Particulars of Specialist Technical staff**

S. No	Name	Educational Qualification	Employment Type (Full/part time / associate / retention basis)	Designation	Experience(in years)	Area/Sector of Expertise	Previous assignments done

(Necessary enclosures to be submitted)

**6. Details of Previous TEV studies done by the firm:**

Month and year of Completion of Assignment	Name of the Firm associated with assignment	Name of the Client (preferably PSBs)	Project cost	Fees Charged

(Enclose the copies of TEV reports, necessarily include Hospital & Power Projects if applied for empanelment for those areas)

**7. Whether Experienced in Rehabilitation of Sick units? : YES/NO**

If YES, please provide details

Month and year of Completion of Assignment.	Name of the Firm associated with assignment	Client (preferably PSBs)	Project cost

**8. Whether Experienced in Asset Appraisal? : YES/NO**

**9. Indicative Consultancy Charges/Fees:**

Service Offered	Charges/Fees (in relation to Project Cost)

#### 10. Details of fee paid

DD/PO date	DD/PO number	Amount

#### 11. Details of Registration/Membership with national/international Professional bodies/organizations (such as IEEE, Institute of Engineer, Chartered Accountants etc)

Name of the Professional bodies/organizations	Registered/Member since

#### 12. Furnish the details if you have been de-empanelled/blacklisted by any Bank/FI/Organization in the past:

#### 13. Pre-requisites for empanelment as Consultant

- a. Educational Qualification - Minimum B.E. / B. Tech or equivalent qualification in the field of service offered. In case of consultants other than individuals, specialist technical staff (person having an engineering degree with requisite experience) should be on the rolls of employment or available on retention basis, with the applicant. Such specialist staff may include senior retired engineers/professors or bureaucrats.
- b. Experience - Minimum 15 years of experience in the field of specialization/services for individuals. In case of consultants other than individuals, the specialist staff employed/retained should have above mentioned experience.
- c. Constitution - Individual, proprietorship concern, partnership firm, private/public limited company or a co-operative society.
- d. Registration / affiliation with professional bodies is desirable.
- e. Satisfactory status reports from bankers. In case of individuals, satisfactory references from previous employer.
- f. Empanelment by other banks/FIs is desirable.
- g. Reasonable consultancy charges

#### 14. Obligations of empaneled TEVS consultants

- i) You should provide clarifications sought by the prospective lenders on the TEVS report for which email ID and other contact details should be provided in the report itself.
- ii) You should verify the cost of assets from various documents for land; building, machinery and other fixed assets and details and extent of such verifications will have to be mentioned in the report. Where verification could not be carried out in certain assets, it should be brought out clearly in the report giving reasons.
- iii) You must list all applicable permissions/approvals for the project and their current status will have to be given in the report.

- iv) You should undertake to adhere to the scope of TEV Study and report thereof, as brought out in **Annexure-I**.
- v) You should describe all the assumptions underlying the projections as considered by you and/or the proponents while discussing the profitability projections.
- vi) Your report should mention the date of site inspection and names of persons carrying out the inspection (the site visiting persons to include technical person also). No TEV Report should be submitted if site visit had not been carried out.
- vii) Your Report should be signed by the persons (with their qualifications mentioned in the report) who have prepared and these persons should include the technical person also.
- viii) You should not sublet/outsorce, any TEV Study exercise assigned by our Bank, to any other outside consultant/ entity. In case any help is taken from external experts, then the TEV Study report should be jointly signed by that external expert, clearly bringing out the role/scope of his/her involvement in the report, along with Engineer/s (associated with you) involved in the TEV Study.
- ix) Disclaimer, if any, should be project specific, related to subjective views of the persons submitting the report and not an omnibus disclaimer.
- x) You shall inform the Bank (TAD-HO) of any change in technical staff who had been mentioned or whose technical qualifications were taken to satisfy the eligibility criteria, at the time of empanelment.

**15. List of documents to be enclosed:**

- a. Memorandum & articles of association/partnership deed of company / partnership firm / LLP
- b. PAN Card of the individual/firm/company, GST Registration Certificate of firm/company
- c. Last 2/3 years ITRs in case of individuals, last 2/3 years financial statements in case of firms/companies
- d. Certificates of Registrations/Membership with professional bodies/organizations
- e. Letters of empanelment from other banks/financial institutions
- f. Detailed CV of key personnel, including that of technical experts along with copies of testimonials
- g. List of important TEV studies conducted along with Letters of assignments from clients/Banks/FIs
- h. TEVS reports prepared by the consultant in the past

**DECLARATION & UNDERTAKING**

I/We hereby undertake that all the pre-requisites listed above for empanelment as consultant for undertaking TEV study are satisfied by me/us & that all the information submitted by me/us are true and 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 de-empanelment with immediate effect.

I/We declare that there are no criminal cases pending against me/us and I/we are not convicted in any case.

I/We hereby acknowledge, agree and confirm that empanelment of the TEVS consultant by the bank does not confer any rights on me to necessarily receive assignments/jobs from the bank. Allocation of assignments/job/work shall be at the sole discretion of the bank and I/We shall not have any right or claim whatsoever in this regard and shall not have any right to challenge/dispute the decision of the bank in any court/tribunal and/or other authorities.

I/We further affirm that I/ we have not been de-empaneled/blacklisted by any Bank/ FI/ IBA or any other statutory body.

I/We undertake to provide all the details as & when required by the lender, will refrain from canvassing business with present or prospective borrowers of the bank and maintain the confidentiality and secrecy of all the assignments given to me/us by the bank

I/We undertake to adhere to the scope of TEV study and report thereof, as brought out in annexure-I; Charge fees at a rate not exceeding the rates prescribed by Bank in this behalf; and not undertake any TEV study of any project in which I/We have a direct or indirect interest.

If empanelled, I/We undertake to meet all the obligations mentioned in the application.

I/We understand and agree that following events will entitle the bank to de-empanel &/ blacklist me/us, as well as report my/our name to IBA or any other agency for black-listing.

- I. **De-empanelment-** Instances of errors of omission or an instance of concealment of any information or providing any false information in the application or instances of non-adherence to format and coverage of TEV study report.
- II. **Blacklisting-** Instances of error of commission or concealment of conflict of interest in any project or furnishing wrong data or indulging in unfair practices or TEV study done without the technical person undertaking site visit.

I/We hereby further acknowledge, agree and undertake that the bank may at its sole discretion insist or incorporate any other terms and conditions not withstanding anything contained in the advertisement/application herein.

I/We assure that all aspects of my contract are conducted in a manner so as to be in tune with the extant policies and guidelines of the bank and as per other applicable statutory and regulatory requirements.

I/We further agree that my/our Empanelment with the Bank would not amount to any commitment by the Bank to provide any professional assignment to me/us.

Signatures of Proprietor/Partner/Authorized Signatory

with seal of the firm/company

Date:

Place:



**Guidance for empaneled Consultants on coverage in Techno Economic Viability Study Report**

Following aspects are expected to be covered in a typical techno-economic viability study report:

1. **ACTIVITY:** existing activity and proposed activity of the proponents / Company.
2. **INSTALLED CAPACITY:** item wise installed capacity; existing and proposed installed capacity should be mentioned separately.
3. **BACKGROUND:** A brief background of the promoters, project and scope of project, expected implementation schedule and timelines along with brief details of request of proponents to Bank.
4. **PROMOTERS:** an objective assessment of promoters, their background, and relevant experience are expected to be provided. Financial information on existing business concerns of promoters / associate companies are also expected to be included.
5. **PRODUCTS / SERVICES:** The main product(s) that are /proposed to be manufactured or services that are/proposed to be offered. Description of products/services is to be provided. Quantitative projections vis-à-vis market size may also be provided. An analysis of proposed selling prices and those prevailing in the market and trend may also be brought out in the report.
6. **PROCESS & TECHNICAL KNOW-HOW:** complete description of Process involved along with details of various stages involved and stage-wise process parameters, yield, wastages. Batch process or continuous are expected to be covered.

Process flow-charts with material and energy balance stage-wise, wherever applicable may be brought out; Heat Mass balance may also be given / discussed wherever applicable.

If any special technical knowhow is required, details of arrangement of the same should be discussed. Other technologies available in the market with comments on comparison with rival technologies, advantages/dis-advantages of the proposed technology are to be discussed.

7. **MARKET & MARKETING ARRANGEMENTS:** Target market structure; general health of industry; Competitive scenario; Demand supply position; specific trade practices; and proposed arrangement for sales and marketing.
8. **REGISTRATIONS:** comments on requirement and status of all the Licenses/Consents/ No-Objections/ Clearances that may be required for the project.
9. **LOCATION:** description of location of the project and comments on suitability of the same.
10. **LAND & BUILDING:** description of land and building infrastructure and comments on the same.
11. **UTILITIES:** requirements of all the utilities and arrangements proposed; and comments on the same.
12. **PLANT & MACHINERY:** Description of all the plant and machinery proposed to be acquired; comments on balancing/adequacy of machinery, technological level especially in view of capacity proposed/assumed; machine suppliers and their credentials.

In case of second hand machinery, availability of chartered engineer's certificate on age of machinery, condition of machinery, reasonability of cost, residual life and availability of spares etc.

Complete statement of calculation of installed capacity and underlying technical basis should essentially be covered in the report.

- 13. RAW MATERIALS:** required raw materials, quantitative requirements based on yield data, sources of supply, cost of raw materials and their availability position.
- 14. MANPOWER & MANAGEMENT:** requirement of manpower and arrangement thereof along with comments on cost of manpower.
- 15. COST OF PRODUCTION & PROFITABILITY:**
- ❖ Major assumptions both for sales figures as well as each of the expense head should normally be listed and comments should be offered on the same; necessary logic to be explained with evidence on which the same is based.
  - ❖ Sensitivity analysis; DSCR calculations;
  - ❖ Overall profitability (EBIDTA/Sales%) may be compared with industry averages and/or similar units depending on availability of data.
- 16. WORKING CAPITAL REQUIREMENT:** Description of inventory/WIP/receivable and creditors levels considered and comments thereupon.
- 17. TERM LOAN REQUIREMENT:** working / assessment of Term Loan based on project cost estimates.
- 18. COST OF PROJECT & MEANS OF FINANCE:** in case of existing operations an analysis of balance sheet may be provided; complete and detailed breakup of cost of project and comments thereupon including acceptability may also be provided. Provision and adequacy of interest during construction period and contingency should also be provided.
- Details and breakup of proposed means of finance should be provided along with comments thereupon.
- 19. SWOT ANALYSIS, RISK FACTORS & RISK MITIGANTS:** A SWOT analysis may be provided in the report, bringing out strengths and weaknesses relating to the project alone while opportunities and threats relate to the industry as a whole.
- 20. COMMENTS AND CONCLUSION:** clear conclusion on technical feasibility and economic viability may be incorporated in the report.