

## Enlistment of Consultants for Undertaking Techno Economic Viability Study

### Broad guidelines for application

#### **A) Scope of Assignment**

Project appraisal & Techno Economic Viability study (TEV) of Industrial Manufacturing units, assessment of finance requirement and capacity to service debt, market study/research, assessment of potential viability in sick units and their rehabilitation.

#### **B) Pre-requisites for enlistment as consultant**

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| <ul style="list-style-type: none"> <li>i) Technical Expertise &amp; 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, <i>specialist staff with requisite qualification to be on the rolls of employment or available on retention basis, with the applicant.</i> Such specialist staff may include senior retired engineers/professors or bureaucrats.)</li> <li>ii) Experience - Minimum 15 years 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.)</li> <li>iii) Constitution - Individual, proprietor ship concern, partnership firm, private/public limited company or a co-operative society</li> </ul> | <ul style="list-style-type: none"> <li>iv) Proven track-record of industrial consultancy</li> <li>v) Own establishment</li> <li>vi) Registration / affiliation with professional bodies</li> <li>vii) Willingness to take up assignment anywhere in the country</li> <li>viii) Exhaustive knowledge of financial analysis</li> <li>ix) Empanelment by other banks/FIs (desirable but not essential)</li> <li>x) Satisfactory status reports from bankers.<sup>1</sup> In case of individuals, satisfactory references from previous employer.</li> <li>xi) Reasonable consultancy charges in line with market trend. (to indicate charges)</li> </ul> |
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**Supporting documents for above (as listed in D)**

i) – h, ii) – d, iii) – a,b,c, iv) – g, i, vi) – e, ix) – f.

<sup>1</sup> Applicant to submit of last 3 year's Income Tax returns and financial statements/balance sheets.

#### **C) Procedure for empanelment**

Download the application form. Provide all the information requested in the form. Enclose all the supporting papers as listed below. Attach the pay order/Demand Draft of ` 25000/- (for fresh application), favoring 'Bank of India, (name of the branch) Branch' to the application. Submit the same to the Zonal Office falling in the area for which empanelment is desired. The Zonal Office will receive the communication from Head Office regarding acceptance/rejection of your application.

#### **D) Copies of Documents to be submitted along with application**

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| <ul style="list-style-type: none"> <li>a. Registration with local authorities</li> <li>b. Memorandum &amp; articles of association for company</li> <li>c. Audited Balance sheets for the last three years</li> <li>d. Other documents supporting expertise</li> <li>e. Registrations with professional bodies/organizations.</li> <li>f. Letters of empanelment from other banks/financial institutions</li> </ul> | <ul style="list-style-type: none"> <li>g. TEV reports prepared in the past (last three)</li> <li>h. CV of all key personnel, including that of technical experts</li> <li>i. letters of assignments from clients</li> <li>j. Copies of 'No Objection Certificate' in case of present employers of part-time professionals</li> <li>k. Copies of consent letters from associates</li> </ul> |
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#### **E) Validity**

This empanelment will be valid for one year. The consultant will be required to apply for renewal of empanelment along with renewal charges, one month prior to anniversary date of original empanelment/last renewal to the branch. Failure to do so will require the consultant to pay charges as applicable for fresh empanelment.

#### **F) Charges for empanelment**

##### **For consultants other than ex-staff**

For first time approval – Rs 25000/-

For annual renewal – Rs 5000/-

##### **For ex-staff**

For first time approval - Rs 5000/-

For annual renewal - Rs 500/-

(NOTE: The charges given above are in order to recover cost involved in the process)

#### **G) Responsibility Statement**

The consultant is empanelled to undertake TEV study on behalf of the bank, i.e., an assignment must, necessarily be given to the consultant by our branch. Hence a consultant must follow all protocols concerning confidentiality and integrity. Bank, if observes otherwise, will not only cancel empanelment but also inform other financial institutions.

#### **H) Disclaimer**

The services of consultants are availed only and only when bank's in-house services are not available in case of exigencies. Hence being on the panel of consultants of Bank of India, does not guarantee assignments during the period of empanelment.

**APPLICATION FORM FOR ENLISTMENT OF CONSULTANTS (TEV Study)**

**A) Applicant's Basic Information**

1. Name			
2. Constitution <small>(Copies of by-laws/memorandum and articles of association, as applicable, to be enclosed)</small>		Individual/ proprietorship concern/ partnership firm/ private/public limited company/ co-operative society	
3. Date of registration/ incorporation	__/__/____	4. Date of commencement of business	__/__/____
6. Principle Person		7. Landline/cell /Fax numbers	
8. Contact Person		Landline/cell /Fax numbers	
9. Details of Registered office, Administrative office and branches, if any			
Location	Address	Telephone Number	Fax Number
10. Details of bankers			
11. Category of consultancy organization <i>(Please tick (✓) in the appropriate box)</i>			
i) Individual consultant			
ii) Handles assignments with the help of associates or part time professional staff			
iii) Consultancy firm			
iv) Consultants who also manufactures /supplies plant, machinery and equipment either directly or through associates			
12. If there has been a change in name/constitution/management in the past, please furnish details below along with supporting documents.			
13. Brief Particulars of activities other than consultancy			

**B) Applicant's Financial Information as on 31.03.20\_\_ ( in Lacs)**

1) Paid up Capital		2) Net worth	
3) Income/Revenue		4) PAT	
5) Borrowings		6) Debt/Equity Ratio	
7) Particulars of capital/shares held			
Name of the holder	Resident or Non Resident	Address	% of share holding

*Please enclose copies of past three years audited financial statements/ annual reports or copies of provisional financial statements in the absence of audited accounts & Income tax clearance certificate.*

**C) Type of industry & size (Project Outlay) and Location for which enlistment is sought**

Industry	Sub-activity	Project Outlay ( in Lacs)	Location

*(Relevant documentary evidence such as letters of assignments from clients, reports, drawings, design, calculations, agreement with clients specifying the terms of reference in support of your request.*

## D) Applicant's Knowledge Resources

### 1. Personal & professional details of Promoters/partners/directors

Sr. No.	Name	Designation	Date of birth	Qualification/s	Industrial consultancy experience	Whether partner/director in any other organization. if yes, give details.

### 2. Personal & professional details of Professional Staff (Part time/full time/associate)

Sr. No.	Name	Designation	Date of birth	Qualification/s	Area of specialization	Details of experience

*Note- the above information must be supported by -*

- Detailed bio data of all the people mentioned above.
- Copies of 'No Objection Certificate' in case of present employers of part-time professionals
- Copies of consent letters from associates

### 3. Professional Credentials

a. Association with foreign consultancy organizations, if any		
b. Whether empanelled with other banks/financial institutions? If yes, give details <i>(Copies of letters empanelling the consultant to be enclosed)</i>		
c. Membership/registration with national / international institutions/agencies ( such as Institute of Engineers, Chartered Accountants, Cost Accountants, Valuers, NACE, IBRD, ADB, CFTC etc)	Name of the professional Body	Type of membership & since when
	Name of the organization	Type of service for which registered/ enlisted

### 4. List of Important Assignments Handled (In India/Abroad) (supporting documents such as TEV reports prepared, assignment letters etc., to be enclosed)

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, progress of implementation, recommendations etc

## E) Pre-requisites for enlistment as consultant

<p>i) Technical Expertise &amp; 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, <i>specialist staff with requisite qualification to be on the rolls of employment or available on retention basis, with the applicant.</i> Such specialist staff may include senior retired engineers/professors or bureaucrats.)</p> <p>ii) Experience - Minimum 15 years 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.)</p> <p>iii) Constitution - Individual, proprietorship concern, partnership firm, private/public limited company or a co-operative society</p>	<p>iv) Proven track-record of industrial consultancy</p> <p>v) Own establishment</p> <p>vi) Registration / affiliation with professional bodies</p> <p>vii) Willingness to take up assignment anywhere in the country</p> <p>viii) Exhaustive knowledge of financial analysis</p> <p>ix) Empanelment by other banks/FIs (desirable but not essential)</p> <p>x) Satisfactory status reports from bankers.<sup>1</sup> In case of individuals, satisfactory references from previous employer.</p> <p>xi) Reasonable consultancy charges</p>
<p><b>Supporting documents for above (as listed in D)</b> i) – h, ii) – d, iii) – a,b,c, iv) – g, i, vi) – e, ix) – f.</p>	<p><sup>1</sup> Applicant to submit of last 3 year's Income Tax returns and financial statements/balance sheets.</p>

## F) 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.

For \_\_\_\_\_

Seal of the company/firm →

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Place		Proprietor/Partner/Authorised Signatory
Date		