

# Application Document

for

Continuous Empanelment of Project  
Management Consultants (PMC)

for

**Projects financed under Lines of Credit extended by  
Export-Import Bank of India on behalf of Government of  
India under IDEAS**

**Invitation for Empanelment (IFE) No.: PMC-02  
Export-Import Bank of India**

**Issued on: May 2019**

**This Application Document (AD) consists of the following Parts:**

**Part I. General Scope**

This Part includes a summary description and other data on this empanelment process and of the prospective project to be contracted by the Borrower government subsequent to this empanelment.

**Part II. Instructions to Applicants (ITA)**

This Part provides information to the Applicants in preparing and submitting their Applications for Empanelment (“Applications”) and the procedures for this empanelment process.

**Part III. Data Sheet (DS) to ITA**

This Part includes specific provisions that supplement Part II, Instructions to Applicants.

**Part IV. Empanelment Criteria and Requirements**

This Part specifies the criteria and requirements and the procedure to be used to determine how Applicants shall be empanelled.

**Part V. Forms**

This Part includes the Application Submission Form and other forms required to be submitted with the Application.

**Part VI. Questionnaire for Applicants& Checklist for Empanelment**

This questionnaire requires the prospective Applicants to furnish certain basic information, and confirm certain facts relating to their firm/ joint venture with respect to past performance and prospective engagement.

**Part VII. Checklist for Empanelment for PMC**

This checklist helps to ensure the prospective Applicants to enclose the required documents before submitting the Application.

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**Application Document for Empanelment of Project Management Consultants**  
**(PMC)**

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# **Part I. General Scope**

## **Description of the Scope**

The Export-Import Bank of India (hereafter Exim Bank, or the Bank), on behalf of the Government of India (GOI), extends from time-to-time, concessional credit facilities (hereinafter referred to as “Line of Credit”) under the Indian Development and Economic Assistance Scheme (IDEAS) to overseas governments / their nominated agencies (Borrower or Employer), for financing projects to be executed by Indian entities.

These Lines of Credit are governed by the Guidelines issued by the GOI from time-to-time. As per the extant guidelines issued vide letter No. 21/3/2015-IDEAS dated December 7, 2015, the Bank is required to invite Expression of Interest from Indian entities and carry out a prequalification exercise and provide a list of prequalified entities to the Borrower for invitation of bids for specific contract packages under the project(s) financed by the Line(s) of Credit.

In pursuance of the above and to create a database of potential companies/entities (entity) having experience as Project Management Consultant in a particular Sector, the Bank is seeking applications for continuous empanelment of Project Management Consultants in the broad sectoral headings (illustrative, not exhaustive) of:

- Agriculture (including crop improvement, research stations, supply of tractors and farm equipment);
- Civil construction (including housing, hospitals, etc.);
- Fisheries (including pisciculture, cold storage);
- Health and Pharma (including setting up, operation and management of tertiary/specialty hospitals; supply, installation and commissioning of medical equipment/devices/plants and related services, etc.);
- Industrial Projects (sugar, cement, food processing, textile, automotive, waste management, etc.);
- Information Technology (IT parks/centres/systems, optical fibre networks, etc.);
- Irrigation (including micro/drip irrigation, canals, etc.);
- Mining and Mining Equipment;
- Power Generation (thermal, hydro);
- Power Transmission and Distribution (including rural electrification);
- Renewable Energy (including solar, wind, bio-gas);
- Telecom (Microwave Links, V-SAT Terminals, optical fibre networks);
- Transportation [Roads & Highways; Railways (including track laying, route construction, signalling, locomotives and rolling stock), etc.];
- Services such as software development, Information Technology Enabled Services (ITES) , Vocational Training;

- Water and Sanitation (including desalination, sewerage, water treatment and purification, storage and distribution)

The PMC scope of services would generally cover the design, bidding (including preparation of tender documents and evaluation of bids), monitoring of implementation, evaluation of operations and maintenance, and post-commissioning stages of a project.

The empanelment process is to create a database of potential consultants/entities having experience as a Project Management Consultant in a particular sector. The empanelment of any entity does not endorse an empanelled entity's technical, financial strengths or project execution capabilities nor does it guarantee any preference towards prequalification or award of any prospective contract.

The empanelment is valid for a period of up to 3 years from the date of notification of empanelment by Exim Bank as per the provisions of the Application Document for Continuous Empanelment.

As per the GOI guidelines, goods and services for minimum 75% value of the contracts covered under these Lines of Credit, must be sourced from India. Applicants are advised to refer to the GOI guidelines mentioned above for details available at

<https://www.eximbankindia.in/assets/pdf/loc/GOI-Guidelines-on-LOC.pdf>

Applicants may submit a single application document listing out the sectors (and enumerate the sub-sector, if applicable) that they need to be considered for and accordingly prepare their applications and enclose necessary supporting documents as per the provisions of this Application Document.

# Part II. Instructions to Applicants (ITA)

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## Part II. Instructions to Applicants

### A. General

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|--------------------------------|---|
| <b>1. Background</b>           | 1.1 The Export-Import Bank of India (hereinafter called “the Bank”), on behalf of the Government of India (GOI), extends from time-to-time, concessional credit facilities (hereinafter called “Lines of Credit”) under the Indian Development and Economic Assistance Scheme (IDEAS) to overseas governments or their nominated agencies (hereinafter called “Borrower or Employer”), for financing projects to be executed by Indian entities. Payment by the Bank to the Indian exporters will be made only at the request of the Borrower and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the credit (or financing) agreement.  |
| <b>2. Scope of Empanelment</b> | 2.1 With reference to the Invitation for Empanelment (IFE) indicated in Part III, Data Sheet (DS), this Application Document (“Application Document”) is being issued by the Bank to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for empanelment in various sectors as per the scope described in Part I, General Scope and subject to the provisions of this Application Document.  |
| <b>3. Ethics and Integrity</b> | <p>3.1 The Bank requires Applicants to participate in this empanelment process with the highest standards of integrity and ethics and prohibits any corrupt and/or fraudulent practices. It is strictly forbidden to the parties involved in the empanelment process, by themselves or by a third party, to offer, ask or accept for itself or for a third party, financial or non-financial advantage or even direct or indirect promise or any other acts<sup>1</sup>, as offsets for empanelment, if susceptible of being qualified as criminal unlawful acts in accordance with national laws of any party involved.</p> <p>3.2 In pursuance of article 3.1 above, Applicants shall permit the Bank to inspect all accounts, records and other documents relating to the submission of the Application, and to have them audited by auditors appointed by the Bank.</p> <p>3.3 If, in accordance with the administrative procedures of the Bank, it is demonstrated that an Applicant in this</p> |

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<sup>1</sup> These acts shall include, but not limited to, corrupt practice, fraudulent practice, collusive practice, coercive practice, obstructive practice, and conflict of interest.

empanelment process, or during the subsequent bidding for the contract(s) has violated the provisions stated in ITA 3.1 above, the Bank, inter alia,

(a) shall reject any Application for empanelment or prequalification or proposal to award a contract in connection with the subsequent procurement process, as applicable; and/or

(b) may declare an Applicant, temporarily or permanently, ineligible to be awarded future contracts under Bank funding.

#### **4. Eligibility of Applicants**

- 4.1 This empanelment exercise is open to only Indian Applicants in accordance with the provisions of ITA 4.4. Any form of association by the Applicant with ineligible entities either during this empanelment process or subsequent prequalification/ bidding process may be liable for rejection.
- 4.2 For the purpose of applying the eligibility criteria listed in this article 4, "Applicant" would include the single entity or in case of a joint venture ("JV"), each member of the JV, involved or intended to be involved with this empanelment process (as mentioned in Form A.1.2 Applicant's JV Member's Information Form), for any part of the prospective contract(s) including related services.
- 4.3 An Applicant may be a single entity or a combination of entities in the form of a JV either existing or with the intent to enter into a JV supported by a letter of intent listing out the names of all the JV members. In the case of a JV, all members shall be jointly and severally liable for the execution of the subsequent contract(s) in accordance with the respective contract terms. The JV shall be represented by an authorized representative who shall have the authority from all members of the JV so as to conduct all business for and on behalf of the JV during the empanelment process. The limit on the number of members in a JV would be as specified in the **DS**.
- 4.4 This empanelment exercise is open to only Indian Applicants. An Applicant shall be deemed to be Indian if the Applicant is constituted, incorporated or registered in and operates in accordance with the provisions of the laws of India, as evidenced by its articles of incorporation and its registration documents, as the case may be.
- 4.5 An Applicant that has been blacklisted/debarred/sanctioned by the Bank in pursuance of ITA 3.1, or blacklisted/ debarred/ sanctioned by any authority in India or Multilateral Development Agencies (MDA) in accordance



with extant rules and procedures during such period of time as the Bank/ sanctioning authority shall have determined:

- (i) shall be ineligible to be empanelled;
- (ii) if already empanelled, then such empanelment shall be revoked.

Subsequent to Application submission, in case the Applicant is blacklisted/ debarred/ sanctioned, the Applicant shall immediately inform Exim Bank of such debarment/sanction and reasons thereof.

- 4.6 The list of debarred firms and individuals by certain leading MDAs is available as specified in the DS. This may not be an exhaustive list of debarred entities but those which are made available centrally on the respective MDA's website. Additionally, there could be lists of debarred entities issued by various government departments/ procuring entities/ corporations and maintained offline.
- 4.7 An Applicant shall be ineligible to be empanelled if it is currently under default on any loan to any Bank/ Financial Institution (FI) as per Central Repository of Information on Large Credits (CRILC) database and its account has been classified as Non-Performing Asset (NPA) with any Bank/FI or their companies/ promoters/ directors appear in Reserve Bank of India (RBI) Caution List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed), Credit Information Bureau India Ltd. (CIBIL) Defaulter List and any other negative list of central and state government agencies, updated from time-to-time. On being included in any of the above lists post the empanelment process, the Applicant shall immediately inform Exim Bank on the inclusion and reasons for inclusion thereof.
- 4.8 An Applicant shall furnish such evidence of eligibility satisfactory to the Bank, as the Bank shall reasonably request.

#### **B. Composition of the Application Document**

#### **5. Contents of this Document**

- 5.1 This Application Document consists of the Parts indicated below, and which should be read in conjunction with any Corrigendum issued in accordance with ITA 7.
  - Part I. General Scope
  - Part II. Instructions to Applicants (ITA)
  - Part III. Data Sheet (**DS**) to ITA
  - Part IV. Empanelment Criteria & Requirements
  - Part V. Forms

- Part VI. Questionnaire for Applicants
- Part VII. Checklist for empanelment

5.2 Unless obtained directly from the Bank, the Bank shall not be responsible for the completeness of the document, responses to requests for clarification, or Addenda to the Application Document in accordance with ITA 7. In case of any discrepancies, documents issued directly by the Bank shall prevail.

5.3 An Applicant is expected to study all instructions, and forms in the Application Document and to furnish with its Application all information or documentation as is required by the Application Document.

## **6. Clarifications**

6.1 A prospective Applicant requiring any clarification of the Application Document shall contact the Bank in writing at the Bank's address indicated in the **DS**. The Bank will respond in writing to such request for clarification. The Bank's response, at its discretion, may be put up on its website, and shall include a description of the inquiry (without identifying its source) and corresponding clarification. As a result of a clarification the Bank may, if necessary, amend the Application Document in accordance with the provisions of ITA 7.

6.2 Any modification to the Application Document that may become necessary as a result of the clarifications to the queries, or otherwise, shall be made by the Bank exclusively through the use of a Corrigendum pursuant to ITA 7.

## **7. Corrigendum of Application Document**

7.1 At any time, the Bank may amend the Application Document by issuing a Corrigendum which shall be applicable prospectively.

7.2 Any Corrigendum or Addenda issued shall be deemed to be part of the Application Document and shall be published on the Bank's website.

### **C. Preparation, Submission and Opening of Applications**

## **8. Cost towards Application**

8.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process.

## **9. Language**

9.1 The Application documentation and printed literature that are part of the Application, if in another language, shall be accompanied by an accurate translation of the relevant passages in English language, which shall be the governing language.

<b>10. Documents constituting the Application</b>	<p>10.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Application Submission Form, in accordance with ITA 11.1;</li> <li>(b) documentary evidence establishing the Applicant's eligibility, in accordance with ITA 12.1;</li> <li>(c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 13; and</li> <li>(d) any other document required as specified in the <b>DS</b>.</li> </ul>
<b>11. Application Submission form</b>	<p>11.1 The Applicant shall complete the Application Submission Form as provided in Part V (Forms). This Form must be completed without any alteration to its format to be considered as valid.</p>
<b>12. Documents Evidencing the Applicant's Eligibility</b>	<p>12.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms A.1.1 and A.1.2, included in Part V (Forms).</p>
<b>13. Documents Evidencing the Applicant's Qualifications</b>	<p>13.1 To establish its qualifications in accordance with Part IV, Empanelment Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Forms included in Part V, without any alteration to the format. Applicant shall also complete the Questionnaire included in Part VI without any alteration to the questions. Each Form included in Part V and the Questionnaire in Part VI shall be duly signed by the authorized representative of the Applicant. In case of JV, authorized representative of the respective member shall sign. Non-compliance to this clause may result in summary rejection of the Application.</p> <p>13.2 Wherever a monetary amount is to be stated, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> <li>(a) Exchange rates shall be taken from the publicly available source identified in the <b>DS</b>. Any error in determining the exchange rates in the Application may be corrected by the Bank during evaluation;</li> <li>(b) For data related to financial statements, the amounts shall be mentioned in Indian Rupees (INR). Equivalent amount in USD shall be arrived at using the exchange rate as on 31st March or last working day of respective financial year as specified in the <b>DS</b>;</li> <li>(c) for data related to contracts signed in the current financial year, unless otherwise specified in the <b>DS</b>, the exchange rate prevalent as on the last working day of the month preceding the month of application shall be used to arrive at the USD equivalent; and</li> </ul>

- (d) for contracts signed prior to the current financial year, the exchange rate as on 31st March or last working day of the respective financial year in which the contract was signed shall be used to arrive at the USD equivalent as specified in the **DS**.

**14. Authorized Signatory and Number of Copies**

- 14.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 10 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by all members of the JV.

**15. Preparing the Application Envelope**

- 15.1 The Applicant shall enclose the original and the copies, if any, Application in a sealed envelope that shall:
- (a) be addressed to the Bank, as per ITA 16.1;
  - (b) mention the name and address of the Applicant; and
  - (c) mention the specific identification of this empanelment process indicated in the DS ITA 2.1.
- 15.2 The Bank will accept no responsibility for not processing any envelope that was not prepared as required in ITA 15.1 above.

**16. Application Submission**

- 16.1 Applicants may either submit their Applications by mail or by hand. Applications submitted electronically shall not be admissible. Applications shall be received by the Bank at the address indicated in the **DS** on all working days.

**D. Procedures for Evaluation of Applications**

**17. Evaluation to be Confidential**

- 17.1 Information relating to the Applications, their evaluation and result shall be confidential and will not be disclosed to Applicants or any other person(s) not officially concerned with the empanelment process until the official notification of empanelment results is made in accordance with ITA 23.
- 17.2 From the date of submission of Applications to the time of notification of the results of the empanelment in accordance with ITA 23, any Applicant who wishes to contact the Bank on any matter related to the empanelment process (except as specified in 18.1 below), may do so only in writing. Canvassing in any form will be grounds for disqualification.

**18. Clarifications during Evaluation**

- 18.1 During the evaluation of Applications, in case of ambiguity, the Bank may, at its discretion, ask an Applicant for a clarification of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Bank and all clarifications from the Applicant shall be in writing. Any clarification submitted by

an Applicant that is not in response to a request by the Bank may not be considered.

- 18.2 If an Applicant does not provide clarifications and/or documents requested as per Bank's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

**19. Determination of Responsiveness of Applicants**

- 19.1 The Bank may reject any Application which is not responsive to the requirements of the Application Document.

**E. Evaluation of Applications & Empanelment of Applicants**

**20. Evaluation of Applications**

- 20.1 The Bank shall use the criteria and requirements defined in Part IV, Empanelment Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Bank reserves the right to waive minor deviations from the empanelment criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform a contract.
- 20.2 The qualification and experience of sub-consultants, if any, proposed by the Applicant will not be considered for evaluation of the Application.
- 20.3 In case of multiple sectors, Applicants should indicate in their Applications the individual sector or combination of sectors in which they are interested. The Bank shall empanel each Applicant for the maximum combination of evaluated sectors for which the Applicant meets the appropriate requirements, as applicable.
- 20.4 Only the qualifications of the Applicant, in the capacity as prime Consultant/ member of JV to the main client, shall be considered. In particular, the qualifications of a parent or other affiliated company that is not party to the Applicant under a JV in accordance with ITA 4.3 shall not be considered.
- 20.5 The qualification and experience of the Applicant for execution of contracts in-house or for a parent/ promoter/ group concerns or for Special Purpose Vehicles (SPVs), set up by the Applicant or its group companies, shall not be considered.

**21. Bank's Right to Accept or Reject Applications**

- 21.1 The Bank reserves the right to accept or reject any Application, and to annul the empanelment process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

- 22. Empanelment of Applicants**
- 22.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be empanelled by the Bank in the sectors as determined by the Bank based on the evaluation of the Applications irrespective of the sectors actually applied for by the Applicant.
- 22.2 It is clarified that the intention for the said empanelment process is to create a database of potential consultants/entities having experience as PMC in a particular sector. The empanelment of any entity does not endorse an empanelled entity's technical, financial strengths or project execution capabilities nor does it guarantee any preference towards prequalification or award of any prospective contract.
- 22.3 The empanelment is valid for a period of up to 3 years from the date of notification of empanelment by Exim Bank. Within the said period, Empanelled entities may be invited by Exim Bank to submit additional information or fresh application required for revalidation of empanelment.
- 22.4 The Applicants whose Applications do not substantially meet the specified qualification requirements shall be advised the reasons for the same by Exim Bank. Such Applicants may submit fresh Applications to Exim Bank as and when they fulfil the specified qualification requirements on account of which they were not empanelled.
- 23. Notification of Empanelment**
- 23.1 The Bank shall periodically notify the Applicant and update the result of the empanelment process through publication on the Bank's website of the names of those Applicants who have been empanelled.
- 23.2 Applicants that have not been empanelled may write to the Bank not later than 7 calendar days after the date of notification of the result of empanelment, to request the grounds on which they were not empanelled.

## Part III. Data Sheet (DS) to ITA

### A. General

<b>ITA 2.1</b>	<p>The identification of the Invitation for Empanelment (IFE) is:</p> <p><b>PMC-02</b></p> <p>The Bank's address is:</p> <p>Export-Import Bank of India Office Block, Tower 1, 7th Floor, Adjacent Ring Road, Kidwai Nagar (East) , New Delhi 110023 Tel : +91 11- 2460-7700 Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a> Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></p>
<b>ITA 4.3</b>	<p><b>The JV shall comprise not more than 4 members including the lead partner.</b></p> <p>The Letter of Intent to enter into a JV or JV agreement should contain, inter alia, the following:</p> <ul style="list-style-type: none"> <li>- Names of the Lead Partner and each of the other members</li> <li>- Confirmation of Joint and Several Liability of all members of the JV</li> </ul>
<b>ITA 4.6</b>	<p>A list of debarred firms and individuals by:</p> <p>the World Bank is available on the website: <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></p> <p>the Asian Development Bank is available on the website: <a href="http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999">http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999</a></p> <p>the African Development Bank is available on the website: <a href="http://www.afdb.org/en/projects-and-operations/procurement/debarment-and-sanctions-procedures/">http://www.afdb.org/en/projects-and-operations/procurement/debarment-and-sanctions-procedures/</a></p> <p>the European Bank for Reconstruction and Development is available on the website: <a href="http://www.ebrd.com/pages/about/integrity/list.shtml">http://www.ebrd.com/pages/about/integrity/list.shtml</a></p> <p>the Inter-American Development Bank is available on the website: <a href="http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html">http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html</a></p>

B. Contents of the Application Document																																
ITA 6.1	For clarification purposes, the Bank’s address is: <b>Mrs. Amita Dang</b> Assistant General Manager Export-Import Bank of India Office Block, Tower 1, 7th Floor, Adjacent Ring Road, Kidwai Nagar (East) , New Delhi 110023 Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a>																															
C. Preparation, Submission & Opening of Applications																																
ITA 10.1 (d)	The Applicant shall submit with its application, the following additional documents as attachment to the Application Submission Form: The Applicant shall submit a copy (self-attested on all pages) of Power of Attorney in favour of the person who has been authorized, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant. Copy (self-attested) of such relevant company Board Resolution or equivalent document should also be attached. In case the Applicant is a JV, the Applicant shall submit a copy (self-attested on all pages) of Powers of Attorney for each member of the JV along with copy (self-attested) of relevant Board Resolutions or equivalent documents.																															
ITA 13.2 (a)	The source for determining exchange rates is: For conversion of foreign currency / Indian rupees (INR) to US Dollar, the Applicants shall use the Reference Rates of Foreign Currency published by Financial Benchmark India Private Ltd (FBIL) ( <a href="https://www.fbil.org.in/">https://www.fbil.org.in/</a> ) In case a particular currency rate is not published by FBIL, then the selling rate of such currency shall be taken from the following website: <a href="http://www.oanda.com">http://www.oanda.com</a>																															
ITA 13.2 (b) & (d)	Applicants shall use the following rates for conversion between USD and INR: <table><tr><td></td><td>USD 1 = INR</td><td>1 INR = USD</td></tr><tr><td>31-Mar-11</td><td>44.6500</td><td>0.0224</td></tr><tr><td>31-Mar-12</td><td>51.1565</td><td>0.0195</td></tr><tr><td>31-Mar-13</td><td>54.3893</td><td>0.0184</td></tr><tr><td>31-Mar-14</td><td>60.0998</td><td>0.0166</td></tr><tr><td>31-Mar-15</td><td>62.5908</td><td>0.0160</td></tr><tr><td>31-Mar-16</td><td>66.3329</td><td>0.0151</td></tr><tr><td>31-Mar-17</td><td>64.8386</td><td>0.0154</td></tr><tr><td>31-Mar-18</td><td>65.0441</td><td>0.0154</td></tr><tr><td>31-Mar-19</td><td>69.1713</td><td>0.0144</td></tr></table>			USD 1 = INR	1 INR = USD	31-Mar-11	44.6500	0.0224	31-Mar-12	51.1565	0.0195	31-Mar-13	54.3893	0.0184	31-Mar-14	60.0998	0.0166	31-Mar-15	62.5908	0.0160	31-Mar-16	66.3329	0.0151	31-Mar-17	64.8386	0.0154	31-Mar-18	65.0441	0.0154	31-Mar-19	69.1713	0.0144
	USD 1 = INR	1 INR = USD																														
31-Mar-11	44.6500	0.0224																														
31-Mar-12	51.1565	0.0195																														
31-Mar-13	54.3893	0.0184																														
31-Mar-14	60.0998	0.0166																														
31-Mar-15	62.5908	0.0160																														
31-Mar-16	66.3329	0.0151																														
31-Mar-17	64.8386	0.0154																														
31-Mar-18	65.0441	0.0154																														
31-Mar-19	69.1713	0.0144																														



<b>ITA 14.1</b>	<p>In addition to one original in physical form one (1) copy in digital –in USB flash/ pen drive shall also be submitted.</p> <p>The empanelment application document shall be submitted in <b>spiral or hard bound</b> form only and not as loose sheets in plastic folders. All the pages shall be machine numbered and a table of contents shall be included in the beginning of each volume of documents referring the page numbers of the indexed items.</p>
<b>ITA 16.1</b>	<p>For <b>application submission purposes only</b>, the Bank's address is:</p> <p>Bank's address is the same as that indicated in ITA 2.1</p> <p>Attention: <b>Mrs. Amita Dang , Assistant General Manager, Lines of Credit Group</b></p> <p>Applications shall be accepted on all Bank working days during working hours.</p>

# Part IV. Empanelment Criteria and Requirements

This Part contains all the criteria, requirements and procedures that the Bank shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms can be referred to in the respective Forms.

## Contents

- A. General ..... 19
- B. Past Contract Performance and Litigation..... 20
- C. Financial Status and Capacity ..... 21
- D. Specific Experience ..... 21
- E. Quality Assurance ..... 22

**In order to qualify for Empanelment, an Applicant shall meet the requirements fully under A, B, and C below and score at least 50% under D and E below:**

**A. General**

<b>A.1 Nationality</b>	
Requirement	<ul style="list-style-type: none"> <li>➤ The Applicant's Nationality shall be in accordance with ITA 4.4</li> <li>➤ Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted	Form A.1.1 and A.1.2
Attachments to be submitted	<ul style="list-style-type: none"> <li>➤ Articles and Memorandum of Association, Certificate of Incorporation /Partnership Deed (in case of partnership firm) of the Applicant in accordance with ITA 4.4.</li> <li>➤ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.3 and documents as above for each member of the JV</li> </ul>

<b>A.2. Eligibility</b>	
Requirement:	<ul style="list-style-type: none"> <li>➤ The Applicant shall not be under declaration as ineligible, as described in ITA 4.5 and ITA 4.7.</li> <li>➤ The Applicant shall be in existence at least for 5 years.</li> <li>➤ Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted:	Application Submission Form
Attachments	<ul style="list-style-type: none"> <li>➤ The Applicant shall submit a copy (self-attested on all pages) of Power of Attorney in favour of the person who has been authorized, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant. A copy (self-attested) of such relevant company Board Resolution or equivalent document shall also be attached.</li> <li>➤ In case the Applicant is a JV, the Applicant shall submit a copy (self-attested on all pages) of Powers of Attorney for each member of the JV along with copy (self-attested) of relevant Board Resolutions or equivalent documents.</li> <li>➤ For an Applicant as a single entity or in case of JV, for each member: <ul style="list-style-type: none"> <li>○ legal structure (proprietary, partnership, limited company, as applicable)</li> <li>○ capital structure</li> <li>○ details of promoters along with copy of PAN / Passport</li> <li>○ Permanent Account Number (PAN): Self-attested copy</li> <li>○ GST Registration details, as applicable: Self-attested copy</li> <li>○ organizational chart</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ list of Board of Directors with DIN (Director's Identification Nos), and their complete designation and also in case of nominee directors</li> <li>○ beneficial ownership with respective shareholding and nationality of shareholders, and the</li> <li>○ Declaration that the Directors are not debarred / declared willful defaulters</li> </ul>
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## **B. Past Contract Performance and Litigation**

<b>B.1 Past Contract Non-Performance</b>	
Requirement:	➤ Documentation and Attachments to be submitted as mentioned below.
Documentation to be submitted:	Form B.1.1 (In case of JV, each member of the JV shall submit this form)
Attachments to be submitted:	Documents establishing details included in Form B.1.1

<b>B.2 Pending Contract Litigation</b>	
Requirement:	➤ Documentation and Attachments to be submitted as mentioned below.
Documentation to be submitted:	Form B.2.1(In case of JV, each member of the JV shall submit this form)
Attachments to be submitted:	Documents establishing details included in Form B.2.1

<b>B.3 Contract Litigation History</b>	
Requirement:	➤ Documentation and Attachments to be submitted as mentioned below.
Documentation to be submitted:	Form B.3.1 (In case of JV, each member of the JV shall submit this form)
Attachments to be submitted:	Documents establishing details included in Form B.3.1

## C. Financial Status and Capacity

<b>C.1 Financial Status</b>	
Requirement:	➤ Documentation and Attachments to be submitted as mentioned below
Documentation to be submitted:	Form C.1.1 to be certified by the Statutory Auditors of the Applicant (in case of JV, for each member of the JV)
Attachments to be submitted:	<p>The Applicant shall provide copies of audited financial statements for last <b>five</b> years (in case of JV, each member). The financial statements shall:</p> <ul style="list-style-type: none"> <li>➤ reflect the financial situation of the Applicant or in case of JV for each member, and not an affiliated entity (such as parent company or promoter or group member).</li> <li>➤ be independently audited and certified by the Statutory Auditor in accordance with applicable legislation.</li> <li>➤ be complete, including cash flow statements and all notes to the financial statements.</li> <li>➤ correspond to accounting periods already completed and audited.</li> </ul>

## D. Specific Experience

<b>D.1 Specific Experience (60% weightage)</b>	<b>(to be submitted separately for each Sector listed in Part I – General Scope)</b>
Requirement:	<p><b>3 Assignments as PMC completed during the last 5 years along with completion certificate issued by the employer confirming completion of the assignments.</b></p> <p><b>Minimum Requirement :</b></p> <ul style="list-style-type: none"> <li>➤ Experience in related field as PMC during the last 5 years, reckoned from the month preceding the month in which the Application was submitted.</li> <li>➤ <b>At least 1 (one)</b> assignment as PMC <b>in India</b> that has been satisfactorily completed as a prime consultant/ member<sup>2</sup> of JV in the last <b>5 years</b> (reckoned from the month preceding the month in which the Application was submitted).</li> <li>➤ In case of JV, each member shall meet the requirement.</li> <li>➤ Documentation and Attachments to be submitted as mentioned below.</li> </ul>

<sup>2</sup> Evaluation shall be on the basis of the scope allocated to the JV member

Documentation to be submitted:	Form D.1.1 (In case of JV, each member of the JV shall submit this form and attachments stated below)
Attachments to be submitted:	<ul style="list-style-type: none"> <li>➤ Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract listed in Form D.1.1, confirming completion of the assignments.</li> <li>➤ List of major projects (national and international to be shown separately with name of the Employers) giving the project cost, in the Sector of interest for which the Applicant has acted as PMC during the last five years;</li> <li>➤ Brief details of any significant projects (national and international to be shown separately) prior to the five year period where it has acted as PMC that the firm may wish to highlight;</li> <li>➤ List of major clients (and project brief, national and international to be shown separately) with particular focus on Government of India and multilaterals like the World Bank, Asian Development Bank, African Development Bank, Japan Bank for International Cooperation, Japan International Cooperation Agency, United Nations, etc.;</li> <li>➤ List of Banks/FIs with whom the firm is presently empanelled with as PMC.</li> <li>➤ In case the contracts listed in D.1.1 are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.</li> </ul>

## E. Quality Assurance

<b>E.1 Certified Management System</b>	
Requirement:	ISO Accreditation /Certified Management System.
Documentation to be submitted:	Form E.1.1 (In case of JV, each member of the JV shall submit this form and attachments stated below)
Attachments to be submitted:	<ul style="list-style-type: none"> <li>➤ Self-attested copy of ISO Accreditation/ Management System Certificate valid as on the date of submission of Application</li> </ul>

<b>E.2 Skilled Human Resources (40% weightage)</b>	<b>(to be submitted separately for each Sector listed in Part I – General Scope)</b>
Requirement:	<p>Information on Skilled Human Resources on the rolls of the Applicant experienced in execution of PMC Contracts. In case of JV, on a combined basis.</p> <p>➤ Details of permanent experts shall be provided along with CVs of the top 3 experts (per Sector applied for)</p> <p><b>Minimum Requirements per CV :</b></p> <ul style="list-style-type: none"> <li>• Academic Qualifications: Graduate Engineer</li> <li>• General Professional Experience: 10 years</li> <li>• Specific Experience: 5 years with at least one similar assignment</li> <li>• Language: Proficiency in English (Read, Write, Speak)</li> </ul> <p>➤ In case of JV, each JV member shall contribute at least one relevant expert.</p>
Documentation to be submitted:	Form E.2.1
Attachments to be submitted:	<p>➤ CVs of each key staff listed in Form E.2.1 to be attached as per the attached format</p> <p>➤ Documents/ Tables/ Charts demonstrating availability of Skilled Human Resources, number of staff, areas of expertise, years of experience, countries of work experience</p>

# Part V. Forms

## Table of Forms

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# Application Submission Form

Date: *[insert day, month, and year]*

IFE No. and title: *[insert IFE number and title]*

To: *[insert full name and address of Bank]*

We, the undersigned, apply to be empanelled for *[insert the Sector(s)]* Sector for the referenced IFE and declare that:

- (a) We have examined and have no reservations to the Application Document, including Corrigenda thereto in accordance with Instructions to Applicants (ITA) 7:
- (b) We meet the eligibility requirements as stated in ITA 4.1 and we have not been currently debarred/ sanctioned in accordance with ITA 4.5. Subsequent to the deadline for Application submission, in case we are debarred/sanctioned, we shall immediately inform Exim Bank of such debarment/sanction and reasons thereof, in accordance with ITA 4.5;
- (c) We confirm that we are currently not under default on any loan to any Bank/Financial Institution(FI) and our account has not been classified as Non-Performing Asset (NPA) with any Bank/FI. We further confirm that none of our companies/promoters/directors appear in RBI Caution List, RBI Willful Defaulter List (Suit filed as well as non-suit filed), Credit Information Bureau India Ltd. (CIBIL) Defaulter List, and any other negative list of central and state government agencies, updated from time-to-time. On being included in any of the above lists, we shall immediately inform Exim Bank on the inclusion and reason for inclusion thereof, in accordance with ITA 4.7;
- (d) We understand that you may cancel the empanelment process at any time and that you are neither bound to accept any Application that you may receive nor to invite the empanelled Applicants to bid for subsequent contract(s) subject to this empanelment process, without incurring any liability to the Applicants, in accordance with ITA 21.1.
- (e) We further declare that we are/ are not (strike off whichever is not applicable) facing any investigation by any Government procuring entity/ corporation or Multilateral Development Agencies (MDA). (If yes, please provide details in a separate sheet, as necessary.)
- (f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief. We understand that misrepresentation of facts in our Application and contravention to ITA 3, inter alia, may lead to rejection of our Application/ cancellation of empanelment.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person(s) signing the Application]*

In the capacity of *[insert capacity of person(s) signing the Application]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

*[For a joint venture, all members shall sign. Failure to comply with this requirement may result in rejection of Application]*

**Note:** *All italicized text is for use in preparing this form and shall be deleted from the final product.*

## Form A.1.1

### Applicant Information Form

*(To be filled by Applicant if being a Single Entity or as Lead member of JV)*

Date: *[insert day, month, year]*

IFE No. and title: *[insert IFE number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name: <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's country* of registration: <i>[indicate country of registration]</i>
Applicant's date of incorporation: <i>[indicate date of incorporation in dd/mmm/yyyy]</i>
Applicant's legal address [registered in India]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information: Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles and Memorandum of Association, Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.4.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement confirming Joint and several liability, in accordance with ITA 4.3.</p> <p>2. Included are the legal structure (proprietary, partnership, limited company, as applicable), capital structure, details of promoters, PAN and GST registration details, organizational chart, a list of Board of Directors with DIN Nos, and their complete designation and in case of nominee directors, and the beneficial ownership with respective shareholding and nationality of shareholders</p> <p>3. Power of Attorney for authorised signatory (in case of JV, separately for the lead member and on behalf of the JV) along with Board resolution or similar document.</p>

\*Applicant's attention is drawn to ITA 4.1 pursuant to which this empanelment process is open to only Indian entities.

**Note: All italicised text is for use in preparing this form and shall be deleted from the final product.**

## Form A.1.2

### Applicant's JV Member's Information Form

*[The following form is in addition to Form A.1.1 (in case the Applicant is a JV)], and shall be completed separately to provide information relating to each JV member]*

Date: *[insert day, month, year]*

IFE No. and title: *[insert IFE number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name: <i>[insert full name of the JV]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country* of registration: <i>[indicate country of registration]</i>
Applicant's JV Member's date of incorporation: <i>[indicate date of incorporation in dd/mmm/yyyy]</i>
Applicant's JV Member's legal address registered in India: <i>[insert street/ number/ town or city/ country]</i>
Applicant's JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles and Memorandum of Association, Certificate of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 4.4. 2. Included are the legal structure (proprietary, partnership, limited company, as applicable), capital structure, details of promoters, PAN and GST registration details, organizational chart, a list of Board of Directors with DIN Nos., and their complete designation and in case of nominee directors, and the beneficial ownership with respective shareholding and nationality of shareholders. 3. Power of Attorney for authorised signatory along with Board resolution or similar document. 4. Letter of Association specifying nature of association (JV) and details, for all associate members

\*Applicant's attention is drawn to ITA 4.1 pursuant to which this empanelment process is open to only Indian entities.

**Note: All italicised text is for use in preparing this form and shall be deleted from the final product.**

## Form B.1.1/ B.2.1/ B.3.1

### Past Contract Non-Performance, Pending Litigation and Litigation History

*[Each of the following tables shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

IFE No. and title: *[insert IFE number and title]*

Page *[insert page number]* of *[insert total number]* pages

In case of JV, information pertaining to: *[insert name of JV Leader or JV member/s]*

Form B.1.1			
Non-Performed Contracts in accordance with Part IV, Empanelment Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur during the period specified in Part IV, Empanelment Criteria and Requirements, Sub-Factor B.1.  <input type="checkbox"/> Contract(s) not performed during the period specified in Part IV, Empanelment Criteria and Requirements, Sub-Factor B.1.			
Year	Non- performed portion of Contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, date, value and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount in USD equivalent and specify exchange rate and date]</i>

**Note:** All italicised text is for use in preparing this form and shall be deleted from the final product.

Form B.2.1				
Pending Litigation, in accordance with Part IV, Empanelment Criteria and Requirements				
<input type="checkbox"/> No pending litigation in accordance with Part IV, Empanelment Criteria and Requirements, Sub-Factor B.2				
<input type="checkbox"/> Pending litigation in accordance with Part IV, Empanelment Criteria and Requirements, Sub-Factor B.2 as indicated below.				
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)	Amount of specific provision already made, if any
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: <i>[indicate complete contract name, number, date, value and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Consultant"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>	<i>[insert amount in USD equivalent and specify exchange rate and date]</i>

**Note:** All italicised text is for use in preparing this form and shall be deleted from the final product.

<b>Form B.3.1</b> Litigation History, in accordance with Part IV, Empanelment Criteria and Requirements			
<input type="checkbox"/> No litigation in accordance with Part IV, Empanelment Criteria and Requirements, Sub-Factor B.3. <input type="checkbox"/> Litigation Awards in accordance with Part IV, Empanelment Criteria and Requirements, Sub-Factor B.3 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, date, value and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Employer" or "Consultant"]</i>  Result of dispute: <i>[Indicate if resolution was treated by the Adjudicator, under Arbitration or dealt with by the Judiciary and whether resolved in favour or against the Applicant]</i>	<i>[insert amount in USD equivalent and specify exchange rate and date]</i>

**Note:** All italicised text is for use in preparing this form and shall be deleted from the final product.

## Form C.1.1

### Financial Status and Capacity

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture and shall be certified by the statutory auditors.]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

IFE No. and title: *[insert IFE number and title]*

Page *[insert page number]* of *[insert total number]* pages

In case of JV, information pertaining to : *[Insert name of JV leader or JV member/s]*

#### 1. Financial data

Type of Financial information in	Historic information for previous five(5) years, (amount in Indian Rupees)					
	FY20__-__	FY20__	FY 20__	FY 20__	FY 20__	FY 20__
<b>Sources of Fund</b>						
Share Holder's Fund						
Loan Fund						
<b>Application of Fund</b>						
Fixed Assets						
Investments						
Net Current Assets						
(i) Current assets, loans and advances						
Less: (ii) Current liabilities & provisions						
Misc. exp. to the extent not W/Off or adjusted						
Profit and Loss Account						
<b>Net Worth</b>						
Net Worth						
<b>Information from Income Statement</b>						
Income						
Expenditure						
Profit/(Loss) Before Tax (PBT)						
Profit/(Loss) After Tax (PAT)						
<b>Information From Cash flow Statement</b>						
Cash Flow from Operating Activities						
Cash Flow from Investments						
Cash Flow from Financing Activities						

**Note: All italicised text is for use in preparing this form and shall be deleted from the final product.**



## Form D.1.1

### Specific Experience

*[The following table shall be filled in separately for completed contracts executed as PMC by the Applicant, and each member of a Joint Venture, as applicable, per sector applied for]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

IFE No. and title: *[insert IFE number and title]*

Page *[insert page number]* of *[insert total number]* pages

In case of JV, information pertaining to: *[Insert name of JV leader or JV member/s]*

Sector: \_\_\_\_\_ *[Insert Sector being applied for]*

PMC Contract No.	<i>[insert number] of [insert number of similar contracts being submitted]</i>		
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Contract date	<i>[dd/mmm/yyyy]</i>		
Completion date	<i>Contractual: [dd/mmm/yyyy]</i>	<i>Actual: [dd/mmm/yyyy]</i>	
Role in PMC Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	
Total PMC Contract Amount	<i>[insert total contract amount in contract currency]</i>		US\$ <i>[insert Exchange rate and total contract amount in US\$ equivalent]</i>
If member in a JV, specify participation in total Contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in US\$ equivalent]</i>
Employer Details	Employer's Name: Address: Telephone, fax number, E-mail:		
Description of the PMC Contract :	<i>[Name the Sector/ Sub-sector]</i> <i>[Briefly mention the similarity in terms of sectoral characteristics]</i>		
<b>For the above contract, mention the following attributes</b>			
1. Your responsibility as PMC	<i>[insert details of the role performed by you]</i>		
2. Complexity	<i>[insert description of complexity]</i>		
3. Methods/ Technology, if any	<i>[insert specific aspects of the methods/ technology involved in the contract]</i>		

4. Any additional information or achievement in execution of the contract that you would like to mention	
5. Key staff deployed for the contract	

**Note:**

- 1) Separate form to be submitted for each contract as consultant.
- 2) Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the employer to be attached for each contract listed in Form D.1.1, confirming completion of the assignments, in an orderly manner. Failure to comply with this requirement may result in rejection of the Application.

***Note: All italicised text is for use in preparing this form and shall be deleted from the final product.***

## Form E.1.1

### Certified Management System

*[The following table shall be filled in by the Applicant and each member of a Joint Venture, as applicable]*

*Applicant's Name: [insert full name]*

*Date: [insert day, month, year]*

*IFE No. and title: [insert IFE number and title]*

*Page [insert page number] of [insert total number] pages*

*In case of JV, information pertaining to: [Insert name of JV leader or JV member/s]*

<b>ISO Accreditation/ Certified Management System</b>	<b>Process/ Discipline Certified/ Inclusions</b>	<b>Certification Start Date</b>	<b>Certification Valid up to</b>	<b>Certifying Organization</b>
<i>[indicate the management system accreditation]</i>	<i>[indicate certificate identification number and mention which process or discipline has been certified and inclusions]</i>	<i>[dd/mm/yyyy]</i>	<i>[dd/mm/yyyy]</i>	<i>[indicate the name of the certifying organization and contact details]</i>

Self-attested copy of ISO Certificate(s) valid as on the date to be attached.

**Note: All italicised text is for use in preparing this form and shall be deleted from the final product.**

## Form E.2.1

### Skilled Human Resources

*[Furnish details for key staff pursuant to Part IV, Empanelment Criteria and Requirements, Sub-Factor E.2.]*

*Applicant's Name: [insert full name]*

*Date: [insert day, month, year]*

*IFE No. and title: [insert IFE number and title]*

*Page [insert page number] of [insert total number] pages*

*In case of JV, information pertaining to: [Insert name of JV leader or JV member/s]*

Sector	Name of key staff on rolls	Academic Qualification	Specialization	Years of Experience	Experience in Countries	Readily available Yes/No

CVs of each key staff listed in Form E.2.1 to be attached as per the attached format.

***Note: All italicised text is for use in preparing this form and shall be deleted from the final product.***

# Curriculum Vitae (CV)

[CV of each skilled human resource to be furnished separately in the following format]

1	Proposed Position	:	<i>[e.g. Team leader]</i>																											
2	Name of the Firm	:																												
3	Name of the Expert	:	<i>[Full Name]</i>																											
4	Current Designation in the Firm	:																												
5	Date of Birth	:	<i>[day/month/year]</i>																											
6	Complete Personal Contact Details	:	Tel. No.: Mobile No.: Email:																											
7	Education	:	<i>[List college/university or other specialised education, giving names of education institutions, dates attended, degree(s)/diploma(s) obtained.]</i>																											
8	Membership in Professional Associations	:																												
9	Other Training	:																												
10	Countries of Work Experience	:																												
11	Languages known (Including foreign languages) with proficiency level (Good, Fair, Basic)	:	<table border="1"> <thead> <tr> <th>Language</th> <th>Speaking</th> <th>Reading</th> <th>Writing</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Language	Speaking	Reading	Writing																				
Language	Speaking	Reading	Writing																											
12	Employment Record <i>[Starting with present position]</i>	:																												
13	Detailed Tasks Assigned	:																												
14	Work Undertaken that Best Illustrates Capability to Handle The Tasks Proposed	:																												

**Note:** All italicised text is for use in preparing this form and shall be deleted from the final product.

## Part VI. Questionnaire for Applicants

Name of Applicant: *[In case of JV, to be filled in by each partner separately]*

IFE No.: *[insert IFE No.]*

<b>Eligibility, Confirmation and Other Important Information</b>	<b>Response*</b>
1. Please confirm that you agree to the provisions of the Government of India guidelines dated 7th December 2015 on IDEAS Lines of Credit	Confirm: Yes___/No___
2. Export-Import Bank of India (Bank) requires that Applicants and their affiliates observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by an Applicant or its affiliate to influence the empanelment process for undue advantage is improper. Confirm that Applicant and its JV partners, if applicable, have not engaged in any unethical practices in competing for this empanelment.	Confirm: Yes___/No___
3. Confirm that no official of the Bank has received or will be offered by your firm/organization or agents, any direct or indirect benefit arising from this empanelment or any resulting contracts.	Confirm: Yes___/No___
4. Has your firm been ever suspended or debarred by any Multilateral Agency, or any government, or government procuring entity, or a UN agency? If Yes, provide details, including date of reinstatement, if applicable. Attach additional sheets, if needed.	Yes___/No___
5. Has your firm/organization ever filed or petitioned for bankruptcy? (If Yes, furnish details of the case including filing date and current status.) Attach additional sheets, if needed.	Yes___/No___
6. Has your firm/ any JV partner been penalized for delay in contractual performance/ invoked performance security in last 5 years reckoned from the month preceding the month of Application submission. If Yes, please provide details in a separate sheet, as necessary.	Yes___/No___
7. Has any contract awarded to your firm been terminated for non-performance in the last 5 years? If Yes, please describe in detail in a separate sheet, as necessary.	Yes___/No___
8. If empanelled, and subsequently awarded a contract by a Borrower Government, would your firm/ JV be willing (i) to work in accordance with the Borrower country laws and regulations (ii) to submit requisite securities as per contract conditions (iii) to be responsible for the performance of the work executed by your firm/ JV (iv) to allow scrutiny of your work, related accounts, documentation by the Borrower/ Bank/ Government of India	Confirm:  Yes___/No___ Yes___/No___ Yes___/No___ Yes___/No___

*\* Note: To confirm, print "Yes", else "No"*

\_\_\_\_\_  
(Signature)

[Name of Authorized Signatory]

[Title of Authorized Signatory]

Date:

## Part VII. Checklist for Empanelment for PMC

[Please confirm that below documents **(signed/ attested as required)** are enclosed before submitting the application]

		Please (v) tick
1	<b>Application Submission Form</b>	
2	<b>Form A.1.1</b> Applicant Information Form	
3	<b>Form A.1.2</b> Applicant's JV Member's Information Form	
4	For an Applicant as a single entity or in case of JV, for each member:	
	a) Articles and Memorandum of Association	
	b) Certificate of Incorporation / Partnership Deed of the Applicant (and each of the JV members) in accordance with ITA 4.4	
	c) In case of JV, letter of intent to form JV or JV agreement confirming Joint and several liability, in accordance with ITA 4.3, and documents as above for each member of the JV	
	d) A copy of Power of Attorney in favor of the person who has been authorized, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant. A copy of such relevant company Board Resolution or equivalent document should also be attached.	
	e) In case the Applicant is a JV, the Applicant shall submit a copy of Powers of Attorney for each member of the JV along with copy of relevant Board Resolutions or equivalent documents.	
	f) legal structure (proprietary, partnership, limited company, Private Limited company, LLP, as applicable)	
	g) Capital structure	
	h) Details of promoters – PAN/Passport	
	i) Permanent Account Number (PAN)	
	j) GST Registration details, as applicable	
	k) Organizational chart	
	l) List of Board of Directors with DIN (Director's Identification Nos.) and their complete designation and also in case of nominee directors	
	m) Beneficial ownership with respective shareholding and nationality of shareholders	
5	<b>Form B.1.1</b> Past contract Non-Performance form	
6	<b>Form B.2.1</b> Pending Litigation form	
7	<b>Form B.3.1</b> Litigation History form	
8	<b>Form C.1.1</b> Financial Status and Capacity form to be certified by the Statutory Auditors of the Applicant (in case of JV, for each member of the JV)	
	a) The audited balance sheets for the last 5 years	
	b) Profit & loss accounts of last 5 years	
	c) Notes to the financial statements of last 5 years	
	d) Cash flow statement including operating cash flow of last 5 years	

9	<b>Form D.1.1</b> Specific Experience (to be prepared separately for experience in India and outside India)	
10	3 (Three) Final Acceptance Certificate (FAC) / Completion Certificates (CC) / Testimonial Letters (TL) issued by the employer for each contract listed in Form D.1.1, confirming completion of the assignments.	
11	List of major projects (national and international to be shown separately with name of the Employers) giving project cost, in the Sector of interest for which the Applicant has acted as PMC during the last five years.	
13	Brief details of any significant projects (national and international to be shown separately) prior to the five year period where it has acted as PMC that the firm may wish to highlight.	
14	List of major clients (and project brief, national and international to be shown separately) with particular focus on Government of India and multilaterals like the World Bank, Asian Development Bank, African Development Bank, Japan Bank for International Cooperation, Japan International Cooperation Agency, United Nations, etc.	
15	In case the contracts listed in D.1.1 are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.	
16	List of Banks/FIs with whom the firm is presently empanelled with as PMC.	
17	<b>Form E.1.1</b> Certified Management System (ISO Accreditation /Certified Management System. In case of JV, for each member.)	
18	<b>Form E.2.1</b> Skilled Human Resources form	
19	<b>Curriculum Vitae (CV):</b> CV of each skilled human resource to be furnished separately in the provided format	
20	<b>Part VI Questionnaire for Applicants</b>	
21	Electronic copy of the application in USB drive	