

## **Checklist for continuous empanelment**

- For DPR, PMC & LIE
- FOR EPC & CC

**Export Import Bank of India**

Issued on: September - 2018

## **Checklist for empanelment for DPR, PMC & LIE**

[Please confirm that below documents are enclosed before submitting the application.]

		Please (√) tick
1	<b>Application Submission Form</b>	
2	Applicant Information Form	
3	Applicant's/JV Member's Information Form	
4	<ul style="list-style-type: none"> <li>Articles and Memorandum of Association</li> </ul>	
5	<ul style="list-style-type: none"> <li>Certificate of Incorporation / Partnership Deed of the Applicant (and each of the JV members).</li> </ul>	
6	<ul style="list-style-type: none"> <li>In case of JV, letter of intent to form JV or JV agreement, and documents as above for each member of the JV</li> </ul>	
7	<ul style="list-style-type: none"> <li>A copy (self-attested on all pages) 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 (self-attested) of such relevant company Board Resolution or equivalent document should also be attached.</li> </ul>	
8	<ul style="list-style-type: none"> <li>A copy (self-attested) of such relevant company Board Resolution or equivalent document should also be attached.</li> </ul>	
9	<ul style="list-style-type: none"> <li>In case the Applicant is a JV, the Applicant shall submit a copy (all pages self-attested) of Powers of Attorney for each member of the JV along with copy (self-attested) of relevant Board Resolutions or equivalent documents.</li> </ul>	
10	<ul style="list-style-type: none"> <li>For an Applicant as a single entity or in case of JV, for each member:</li> </ul>	
11	<ul style="list-style-type: none"> <li>legal structure (Pvt. Ltd. co, LLP, proprietary, partnership, limited company, as applicable)</li> </ul>	
12	<ul style="list-style-type: none"> <li>capital structure</li> </ul>	
13	<ul style="list-style-type: none"> <li>details of promoters - PAN / Passport</li> </ul>	
14	<ul style="list-style-type: none"> <li>Permanent Account Number (PAN): Self attested copy</li> </ul>	
15	<ul style="list-style-type: none"> <li>GST Registration details, as applicable: Self attested copy</li> </ul>	
16	<ul style="list-style-type: none"> <li>list of Board of Directors with DIN (Director's Identification No.) for each of the directors</li> </ul>	
17	<ul style="list-style-type: none"> <li>and the beneficial ownership with respective shareholding and nationality of shareholders</li> </ul>	
18	<ul style="list-style-type: none"> <li>Declaration that the Directors are not debarred / declared willful defaulters</li> </ul>	
19	Past contract Non-Performance form	
20	Pending Litigation form	
21	Litigation History form	
22	Financial Status and Capacity form to be certified by the statutory auditor of the Applicant (in case of JV, for each member of the JV)	

23	<ul style="list-style-type: none"> <li>The audited balance sheets for the last 5 years (with Notes to the financial statement)</li> </ul>	
24	<ul style="list-style-type: none"> <li>Profit &amp; loss accounts of last 5 years</li> </ul>	
25	<ul style="list-style-type: none"> <li>Cash flow statement including operating cash flow of last 5 years</li> </ul>	
26	Specific Experience form	
27	Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract	
28	Certified Management System form - Self attested	
29	Skilled Human Resources form - self attached	
30	<b>Curriculum Vitae (CV)</b>	
31	<i>[CV of each skilled human resource to be furnished separately in the following format] Please attached a copy of the certificates.</i>	

## **Checklist for empanelment for EPC & CC**

[Please confirm that below documents are enclosed before submitting the application.]

		Please (✓) 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	<ul style="list-style-type: none"> <li>Articles and Memorandum of Association</li> </ul>	
5	<ul style="list-style-type: none"> <li>Certificate of Incorporation / Partnership Deed of the Applicant (and each of the JV members) in accordance with ITA 4.4</li> </ul>	
6	<ul style="list-style-type: none"> <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>	
7	<ul style="list-style-type: none"> <li>A copy (self-attested on all pages) 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 (self-attested) of such relevant company Board Resolution or equivalent document should also be attached.</li> </ul>	
8	<ul style="list-style-type: none"> <li>A copy (self-attested) of such relevant company Board Resolution or equivalent document should also be attached.</li> </ul>	
9	<ul style="list-style-type: none"> <li>In case the Applicant is a JV, the Applicant shall submit a copy (all pages self-attested) of Powers of Attorney for each member of the JV along with copy (self-attested) of relevant Board Resolutions or equivalent documents.</li> </ul>	
10	<ul style="list-style-type: none"> <li>For an Applicant as a single entity or in case of JV, for each member:</li> </ul>	
11	<ul style="list-style-type: none"> <li>legal structure (Pvt. Ltd. co, LLP, proprietary, partnership, limited company, as applicable)</li> </ul>	
12	<ul style="list-style-type: none"> <li>capital structure</li> </ul>	
13	<ul style="list-style-type: none"> <li>details of promoters - PAN / Passport</li> </ul>	
14	<ul style="list-style-type: none"> <li>Permanent Account Number (PAN): Self attested copy</li> </ul>	
15	<ul style="list-style-type: none"> <li>GST Registration details, as applicable: Self attested copy organizational chart</li> </ul>	
16	<ul style="list-style-type: none"> <li>list of Board of Directors with DIN (Director's Identification No.) for each of the directors</li> </ul>	
17	<ul style="list-style-type: none"> <li>and the beneficial ownership with respective shareholding and nationality of shareholders</li> </ul>	
18	<ul style="list-style-type: none"> <li>Declaration that the Directors are not debarred / declared willful defaulters</li> </ul>	
19	<b>Form B.1.1</b> Non-Performed Contracts in accordance with Part IV Empanelment Criteria and Requirements-Documents establishing the details. Documents establishing details as mentioned in Form B.1.1, if any.	
20	<b>Form B.2.1</b> Pending Litigation, in accordance with Part IV, Empanelment Criteria and Requirements- Documents establishing details included in Form B.2.1. Documents establishing details as mentioned in Form B.2.1, if any.	

21	<b>Form B.3.1</b> Litigation History, in accordance with Part IV, Empanelment Criteria and Requirements- Documents establishing details included in Form B.3.1. Documents establishing details as mentioned in Form B.3.1, if any.	
22	<b>Form C.1.1</b> Financial Status and Capacity to be certified by the statutory auditor of the Applicant (in case of JV, for each member of the JV)	
23	<ul style="list-style-type: none"> <li>The audited balance sheets and profit &amp; loss account/ annual report for the last 5 years</li> </ul>	
24	<ul style="list-style-type: none"> <li>Statement of Credit Facilities sanctioned, availed and unutilized limits that are in force (including Source, Purpose, Amount, Validity Period). Sanction letters, letter from lead bank mentioning all the credit facility availed and are in force as on date.</li> </ul>	
25	<ul style="list-style-type: none"> <li>Banker's confirmation for availability of limits may be submitted.</li> </ul>	
26	<ul style="list-style-type: none"> <li>Letters from Banks/FIs/NBFCs demonstrating arrangement for financial means for likely future commitments through, as on a latest date:</li> </ul>	
27	<b>Form C.1.2</b> Annual Construction Turnover to be certified by the statutory auditor of the Applicant (in case of JV, for each member of the JV)	
28	<b>Form C.2.1</b> Ongoing Contracts to be certified by Statutory Auditor	
29	<b>Form D.1.1</b> General Experience (to be prepared separately for experience in India and outside India)	
30	Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract listed in Form D.1.1	
31	<b>Form D.2.1</b> Specific Construction Experience to be prepared separately for experience in India and outside India.	
32	Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract listed in Form D.2.1 (At least 2)	
33	Sector-wise Statement in the format of Form D.2.1 for all similar works contracts for the sectors applied for, with separate Form D.2.1 filled for each contract.	
34	<b>Form E.1.1</b> Certified Management System (ISO Accreditation /Certified Management System. In case of JV, for each member.) Self attested	
35	<b>Form E.2.1</b> Contractor's Equipment Details (Information on ownership and/or long term lease of equipment. In case of JV, on a combined basis.) Self attested	
36	<b>Form E.3.1</b> Skilled Human Resources (Documents/ Tables/ Charts demonstrating availability of Skilled Human Resources, number of staff, areas of expertise, years of experience, countries of work experience)	
37	<b>Curriculum Vitae (CV)</b>	
38	<i>[CV of each skilled human resource to be furnished separately in the following format] Please attached a copy of the certificates.</i>	
39	<b>Questionnaire for Applicants</b>	
40	<b>Certificate of eligibility and authority to sign empanelment application</b>	
41	<b>Declaration:</b> There is no disciplinary proceedings underway in respect of the application with any multilateral or organization where in it may be debarred.	