

Application Document  
for  
Prequalification  
of  
Project Management Consultant (PMC)  
for  
Construction of a Crude Oil Refinery Plant in  
Mongolia

**Export-Import Bank of India**  
**Date: October 26, 2018**

**INVITATION FOR PREQUALIFICATION OF PMC FOR  
GOVERNMENT OF INDIA LINE OF CREDIT (LOC) PROJECT**

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 under the Indian Development and Economic Assistance Scheme (IDEAS) to overseas governments/ their nominated agencies in developing countries for financing projects involving procurement of goods, civil works, consulting and non-consulting services to be contracted to Indian entities.

These Lines of Credit (LOCs) 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 carry out a prequalification exercise and provide a list of prequalified bidders to the Borrower for invitation of bids for specific contract packages under the project(s) financed by the LOCs.

In pursuance to the above, the Bank invites Applications from Indian firms for prequalification of Project Management Consultant (PMC) for Construction of an Oil Refinery Plant in Mongolia under a Line of Credit extended to the Government of Mongolia.

An upfront and non-refundable Processing Fee of INR 25,000 plus applicable GST (presently 18%) is payable through NEFT transfer as per details given below:

[i]	Applicant Name	<Applicant Name>
[ii]	Name of Beneficiary	Export-Import Bank of India
[iii]	Beneficiary's Bank Name	AXIS BANK, CUFFE PARADE
[iv]	Account No.	447010200000268
[v]	IFSC Code	UTIB0000447
[vi]	GST Number	27AAACE2769D1ZS

The preparation and submission of Application for prequalification is **required in dual mode (on-line as well as off-line)** in accordance with the provisions of the Application Document.

Completed Applications (off line) in accordance with the provisions of the Application Document along with NEFT acknowledgement receipt should be delivered physically by **15:00 hours, November 26, 2018** at the following, address:

Mr. Ajay Rana  
Assistant General Manager  
Lines of Credit Group  
Export-Import Bank of India  
7th Floor, Office Block 1,  
East Kidwai Nagar  
New Delhi – 110023  
Tel: +91 11-2460 7750  
E-mail: [eximloc@eximbankindia.in](mailto:eximloc@eximbankindia.in)

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

**Part I.            Scope of Consulting Services**

This Part includes a summary description and other data on this prequalification process and of the prospective project to be contracted by the Borrower Government/ procuring entity subsequent to this prequalification.

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

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

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

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

**Part IV.          Prequalification Criteria and Requirements**

This Part specifies the criteria and requirements and the procedure to be used to determine how Applicants shall be prequalified and later to be invited to bid by Borrower Government/ Procuring Entity.

**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**

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.

**Application Document**  
  
for  
  
Prequalification  
  
of  
  
Project Management Consultant (PMC)  
  
for  
  
Construction of a Crude Oil Refinery Plant in  
  
Mongolia

**Invitation for Pre-Qualification No.:  
GOILOC-258/Mongolia/CS-06**

**Issued on: October 26, 2018**

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## **Part I: Scope of Consulting Services**

The Export-Import Bank of India (Exim Bank), on behalf of the Government of India (**GOI**), has extended a Line of Credit (LOC) to the Government of Mongolia for setting up of a refinery project for which the Bank now seeks application for prequalification from eligible Indian entities. Refer Part II ITA 4 for eligibility provisions.

### **A] Description of the Project and consulting services**

Establishment of a new oil refinery plant with yearly processing capacity of 1.5 million tons in Altanshiree soum, Dornogovi province, Mongolia. Project will be implemented under the GOI LOC extended to the Government of Mongolia. The Detailed Feasibility Study for the project has already been undertaken. Project is due to be completed by 2023.

The Project Management Consultant [PMC] is an extended arm of the owner and its role is primarily to ensure the successful execution of the project on Quality, Schedule, Safety and Cost. PMC also ensures that the Project delivered is sustainable, operable and is easy to maintain and therefore shall be responsible for various activities involved in project execution. PMC shall support Government of Mongolia and Project Implementing Company /the Client/ to develop execution philosophy for the work packages identified in consultation with the Client.

Through the controls of each project-stages and project optimization, the PMC shall support the Mongolian Government and Project Implementation Company to reduce overall project costs and construction time and also ensure that the project content complies with legal, environmental and social regulations of Mongolia.

## **1. SCOPE OF WORK FOR PMC**

### **INTRODUCTION:**

The role of PMC spans from “Concept to Commissioning” covering the following but not limited to:

- Develop overall project implementation plan
- Develop Basic Design and Engineering Package (BDEP) for Open art units
- Preparation of Invitation to Bid (ITB) for selection of technology for licensed units, evaluation of bids and preparation of recommendation for Client
- Review and supervision of Licensor during preparation of BDEP for the licensed Units
- Carry out residual process design for all the licensed units to generate complete inputs for Front End Engineering Design [FEED]

- Develop BDEP for Utilities and Offsite facilities including raw water system comprising of raw water extraction from bore wells of raw water aquifer, treatment and storage and supply to refinery through water pipeline and storage in water reservoirs at refinery location
- Preparation of FEED document for open art units and utilities and offsite facilities of the complex.
- Preparation of ITB document for inviting bids from potential EPC (engineering, procurement and construction) contractors, evaluation of EPC proposals and preparation of recommendation for Client.
- Monitoring and supervision of EPC contractor in all phases of Engineering, Procurement, Construction and Commissioning including Training of Personnel.

Broad description of refinery facilities is given in **Annexure-1**

## **2. OVERALL PMC ACTIVITIES**

PMC scope is divided in three phases, namely, [i] FEED phase, [ii] EPC Tender phase and [iii] EPC Execution phase. The scope of work under each phase is given below:

### **[i] FEED PHASE:**

The FEED should contain details on all aspects of the plant covering Process, Front End Engineering, Piping, Electrical, Instrumentation, Rotating and Static Equipment, Civil, Architectural, Structural, Plant Operation and Safety, Construction, Commissioning including all Quality Plans for Safety, Inspection, Shipping and Health Safety and Environment [HSE]. These are augmented by standards and specifications to ensure uniformity across the complex. The FEED document forming part of the tender should contain necessary details to enable EPC Contractor to submit the priced bid within stipulated time frame.

### **[ii] EPC TENDER PHASE:**

PMC will also assist Employer in compiling the Commercial Section of the tender with inputs from Employer especially on terms and conditions viz. General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Price Schedules and Instructions to Bidders. Further, the PMC will assist Employer in selection of EPC Contractor.

### **[iii] EPC EXECUTION PHASE:** This phase shall comprise of following major activities:

#### **a. Overall Project Management:**

PMC shall support Client/EPC contractor to develop detailed (master) Project Schedule. The PMC will monitor, observe, supervise and report on the overall progress of the performance of the EPC Contract to ensure that there is full compliance with the terms and conditions of the EPC Contract and Contract Programme during the execution of the Works.

**b. Detailed Engineering :**

During the engineering phase, PMC will carry out review of Contractor's design and engineering and comment on drawings, calculations and specifications developed for the facility to ensure compliance with the EPC Contract. The list of documents and their category shall be defined in the FEED document. PMC will also review and provide approvals pertaining to equipment, piping and systems.

**c. Procurement :**

PMC will review Material Requisition of equipment for inclusion of various aspects related to design, applicable engineering specifications, inspection and testing requirements. EPC contractor will recommend a list of key equipment that should be inspected by PMC with Client. PMC will verify the factory acceptance testing and perform shop inspections, in accordance with the Contractor's Inspection and testing plan. PMC will review and approve any additional subcontractors and vendors proposed by the EPC Contractor not previously pre-approved by Client. PMC will monitor EPC Contractor's procurement activities and timely delivery of critical equipment.

**d. Construction:**

PMC shall review and approve the construction methodology prepared by the EPC contractor in consultation with the Client. PMC will monitor, observe and supervise Construction, Erection and Pre-Commissioning Works to be performed by the EPC Contractor to ensure that the Facility is constructed and commissioned in accordance with the requirements of the EPC Contract and overall project implementation plan. PMC will review and approve EPC contractor's QA/QC plans. PMC will certify Contractor's physical progress measurement documents and reports. PMC will assess suitability of Contractor's means, methods and subcontractors for erection, start-up and commissioning and advise Client accordingly. PMC will verify readiness for start-up and introduction of crude oil or other hydrocarbons for commissioning, start-up and performance testing. PMC will carry out periodic review of the construction progress at site.

PMC will review all aspects of safety and security systems adopted by the EPC contractor and ensure EPC Contractor's safety compliance with the HSE Plan and local laws and regulations. PMC will conduct investigations and prepare detailed reports related to any safety related incidents that may occur and prepare corrective action recommendations to be undertaken by the EPC Contractor. PMC will review and recommend for approval for heavy equipment lift plans. PMC will notify Client of any defect in the Works, or any non-compliance (including any schedule obligations or milestones), and provide Client with a written recommendation regarding the appropriate action required by Contractor to remedy or repair such defect or non-compliance. PMC will provide regular reports regarding the performance of the Works. PMC will maintain and verify, at the site, Contractor's marked, up-to-date set of Progress Record.

**e. Pre-Commissioning and Commissioning:**

PMC team will monitor, observe and supervise all pre-commissioning, commissioning, start-up, testing and handover to Client of the EPC Contractor works in accordance with contract. This would involve review of procedures, plan, timing, sequencing of start-up and



commissioning besides ensuring delivery of operating manuals to Employer. This phase could also include guarantee period of EPC Contractors.

**B] Contract execution period**

The contract shall be for a duration of fifty four (54) months including a defect liability period of 18 months.

**C] Site and other Data:**

Mongolia is a landlocked country in east-central Asia. It is bordered by Russia to the north and China to the south, east and west. Ulaanbaatar, the capital and also the largest city, is home to about 45% of the population. Mongolia occupies a total area of 1,564,116 sq. km with estimated population of 3 million (est. 2015). The project will be located in Altanshiree Soum of Dornogovi Province, Mongolia.

**D] Climate**

The climate of Mongolia is continental and extreme. Atmospheric pressures are among the highest on earth. Sunshine is intense and clouds cover the sky practically only in summer. Ulaanbaatar holds the record of the coldest capital of the planet. Winters are long and harsh (record 2001: - 57°C) and may literally start at the end of September. Generally, there is not much snow in winter. Day and night time temperatures fluctuate within a large range.

**E] GOI Guidelines**

As per the GOI guidelines, goods, works 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 <http://www.eximbankindia.in/sites/default/files/C.pdf>

## Part II. Instructions to Applicants [ITA]

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## Part II. Instructions to Applicants

### A. General

#### 1. Background

- 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.

#### 2. Scope of Pre-qualification

- 2.1 With reference to the Invitation for Prequalification (IFP) 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 prequalification as per the scope described in Part I, Scope of Consulting Services and subject to the provisions of this Application Document.

#### 3. Ethics and Integrity

- 3.1 The Bank requires Applicants to participate in this prequalification 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 prequalification 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, as offsets for prequalification, if susceptible of being qualified as criminal unlawful acts in accordance with national laws of any party involved.
- 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, bid submission (in case prequalified), and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
- 3.3 If, in accordance with the administrative procedures of the Bank, it is demonstrated that an Applicant in this prequalification process, or during the subsequent bidding for the contract(s) has committed corrupt, fraudulent, or unethical practices, the Bank, inter alia, shall reject any Application for prequalification or proposal to award a contract in connection with the subsequent

procurement process, as applicable.

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

- 4.1 This prequalification 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 prequalification process or subsequent 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 prequalification 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 prequalification process. The limit on the number of members in a JV would be as specified in the **DS**.
- 4.4 This prequalification 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 debarred/ sanctioned in pursuance of ITA 3.1, including debarment/ sanction by any government procuring entity/ corporation or Multilateral Development Agencies (MDA) in accordance with extant rules and procedures, shall be ineligible to be prequalified, during such period of time as the Bank/ sanctioning authority shall have determined.
- 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 prequalified if it has defaulted on any loan to any Bank/ Financial Institution (FI) as per Central Repository of Information on Large Credits (CRILC) database or otherwise or its account has been classified as Non-Performing Asset (NPA) with any Bank/FI or their companies/ promoters/ directors appear in Export Credit Guarantee Corporation (ECGC) Specific Approval List, Reserve Bank of India (RBI) Caution List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed) and Credit Information Bureau India Ltd. (CIBIL) Defaulter List, updated from time to time. On being included in any of the above lists post the prequalification 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.

**5. Joint Venture,  
Consortium or  
Association (JVCA)**

- 5.1 Applicants may participate in the procurement proceedings in a Joint Venture, Consortium or Associations (JVCA) as formed, or alternately with an agreement supported by a Letter of Intent as intended. Separate identity/ name shall be given to the Joint Venture Firm. Applicants shall submit along with the application the copies of the JV agreement or the Letter of Intent and the proposed JV agreement. The complete details of the members of the JV Firm, their share and responsibility in the JV Firm, etc. particularly with reference to financial, technical and other obligations shall be furnished in the Agreement. This Joint Venture Agreement shall have, inter-alia, following Clauses:
- a) Joint And Several Liability - Members of the JV Firm to which the contract is awarded, shall be jointly and severally liable to the Employer for execution of the project in accordance with General and Special Conditions of Contract. The JV members shall also be liable jointly and severally for the loss, damages caused to the Employer during the course of execution of the contract or due to non-execution of the contract or part thereof.
- b) Duration of the Joint Venture Agreement - It shall be valid during the entire currency of the contract including the period of extension, if any and the defect liability period/ maintenance period after the work is completed.
- c) Governing Laws - The Joint Venture Agreement shall in all respect be governed by and interpreted in accordance with Indian Laws.
- 5.2 A member of JVCA shall not be permitted to participate either in individual capacity or as a member of another JVCA in the same

prequalification process.

- 5.3 The application shall be submitted only in the name of the JVCA and not in the name of any constituent member.
- 5.4 Each partner of the JVCA shall be jointly and severally liable for the execution of the Contract, all liabilities and ethical and legal obligations in accordance with the Contract terms.
- 5.5 The JVCA shall nominate a Lead Partner who shall have the authority to conduct all business for and on behalf of any and all the partners of the JVCA during the prequalification process tendering process and, in the event the JVCA is awarded the Contract, during contract execution.
- 5.6 All the payments to the JVCA shall be made to the account of the JVCA and not to the account of individual member(s).
- 5.7 The composition or the constitution of a JVCA formed and assessed, shall not be allowed to be altered prior to signing of the Contract.
- 5.8 Alteration of partners to the composition or constitution at a date later than the signing of the Contract during execution shall be allowed by the Employer only when any of such partners is found to be incompetent or has serious difficulties which may impact the overall implementation of the proposed Works, where the incoming partner shall require to have qualifications higher than that of the outgoing partner.

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

### **6. Contents of this Document**

- 6.1 This Application Document consists of the Parts indicated below, and which should be read in conjunction with any Corrigendum issued in accordance with ITA 8.
  - Part I. Scope of Consulting Services
  - Part II. Instructions to Applicants (ITA)
  - Part III. Data Sheet (DS) to ITA
  - Part IV. Prequalification Criteria and Requirements
  - Part V. Forms
  - Part VI. Questionnaire for Applicants
- 6.2 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 8. In case of any discrepancies, documents issued directly by the Bank shall prevail.
- 6.3 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.

**7. Clarifications**

- 7.1 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 any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. 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 8.
- 7.2 Any modification to the Application Document that may become necessary as a result of the clarifications to the queries shall be made by the Bank exclusively through the use of a Corrigendum pursuant to ITA 8.

**8. Corrigendum of Application Document**

- 8.1 At any time prior to the deadline for submission of Applications, the Bank may amend the Application Document by issuing a Corrigendum.
- 8.2 Any Corrigendum or Addenda issued shall be deemed to be part of the Application Document and shall be published on the Bank's website.
- 8.3 Post Corrigendum, in order to allow sufficient time to the prospective Applicants in preparing their Applications, or for other good reason, the Bank may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

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

**9. Cost towards Application**

- 9.1 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 prequalification process.

**10. Language**

- 10.1 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.

**11. Documents constituting the**

- 11.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with ITA 12.1;

- |  |  |
|--|--|
| <b>Application</b>   | <ul style="list-style-type: none"> <li>(b) documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;</li> <li>(c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and</li> <li>(d) any other document required as specified in the <b>DS</b>.</li> </ul>  |
| <b>12. Application Submission Form</b>                         | 12.1 The Applicant shall complete an Application Submission Form as provided in Part V (Forms). This Form must be completed without any alteration to its format.  |
| <b>13. Documents Evidencing the Applicant's Eligibility</b>    | 13.1 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).  |
| <b>14. Documents Evidencing the Applicant's Qualifications</b> | <p>14.1 To establish its qualifications in accordance with Part IV, Prequalification 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 with requirement may result in summary rejection of the Application</p> <p>14.2 Wherever a monetary amount is to be stated, Applicant should indicate the USD equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> <li>(a) for contracts signed in the current financial year, the exchange rate prevalent as on the date of Invitation for Prequalification (IFP) shall be used to arrive at the USD equivalent;</li> <li>(b) for contracts signed prior to the current financial year, the exchange rate as on 31<sup>st</sup> March of the respective financial year in which the contract was signed shall be used to arrive at the USD equivalent as specified in the <b>DS</b>.</li> <li>(c) 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>(d) 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 31<sup>st</sup> March of respective financial year as specified in the <b>DS</b>.</li> </ul> |



- 15. Authorized Signatory and Number of Copies**
- 15.1 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.
- 16. Preparing the Application Envelope**
- 16.1 The Applicant shall enclose the original Application in a sealed envelope that shall:
- (a) be addressed to the Bank, as per ITA 17.1;
  - (b) mention the name and address of the Applicant; and
  - (c) mention the specific identification of this prequalification process indicated in the **DS** ITA 2.1.
- 16.2 The Bank will accept no responsibility for not processing any envelope that was not prepared as required in ITA 16.1 above.
- 17. Application Submission Deadline**
- 17.1 Applicants must submit their Applications in dual mode (on-line as well as off-line). Applications shall be received by the Bank at the address and no later than the deadline indicated in the **DS**.
- 17.2 The Bank may, at its discretion, extend the deadline for the submission of Applications by amending the Application Document in accordance with ITA 8.
- 18. Late Applications**
- 18.1 Applications received after the deadline for submission of applications shall not be admissible, and if received, shall be returned unopened to the Applicant.
- 19. Opening of Applications**
- 19.1 The Bank shall open all Applications at the date, time and place specified in the **DS**. Applicants' representatives may be present during opening.

#### **D. Procedures for Evaluation of Applications**

- 20. Evaluation to be Confidential**
- 20.1 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 prequalification process until the official notification of prequalification results is made in accordance with ITA 26.
- 20.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 26, any Applicant who wishes to contact the Bank on any matter related to the prequalification process (except as specified in 21.1 below), may do so only in writing. Canvassing in any form

will be grounds for disqualification.

**21. Clarifications during Evaluation**

21.1 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.

21.2 If an Applicant does not provide (within the time allowed) clarifications and/or documents requested as per the 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.

**22. Determination of Responsiveness of Applications**

22.1 The Bank may reject any Application which is not responsive to the requirements of the Application Document and may not subsequently be made responsive by correction of the causes of non-responsiveness or by substitution or resubmission of the Application or part thereof.

**E. Evaluation of Applications and Pre-qualification of Applicants**

**23. Evaluation of Applications**

23.1 The Bank shall use the criteria and requirements defined in Part IV, Prequalification 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 prequalification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.

23.2 The qualification and experience of sub-contractors(s), if any, proposed by the Applicant will not be considered for evaluation of the Application.

23.3 Only the qualifications of the Applicant 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.

23.4 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.

**24. Bank's Right to**

24.1 The Bank reserves the right to accept or reject any Application, and

<b>Accept or Reject Applications</b>	to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.
<b>25. Pre-qualification of Applicants</b>	25.1 All Applicants, whose Applications substantially meet or exceed the specified qualification requirements, will be pre-qualified by the Bank.
<b>26. Notification of Prequalification</b>	26.1 The Bank shall notify the result of the prequalification process through a letter to the prequalified Applicants and to the applicants not meeting the prequalification criteria.  26.2 Applicants that have not been pre-qualified may write to the Bank no later than 7 calendar days after the date of intimation by the Bank, of the result of prequalification, to request clarifications regarding the grounds on which they were not pre-qualified.
<b>27. Subsequent Invitation for Bids</b>	27.1 The Bank shall forward the list of pre-qualified firms to the Borrower for subsequent invitation of bids.

Part III. Data Sheet (DS) to ITA	
<b>A. General</b>	
<b>ITA 2.1</b>	<p>The identification of the Invitation for Pre-qualification [IFP] is: <b>GOILOC-258/Mongolia/CS-06</b></p> <p>The Bank is: <b>Export-Import Bank of India</b> <b>7th Floor, Office Block 1,</b> <b>East Kidwai Nagar</b> <b>New Delhi – 110023</b> <b>Tel: +91 11-2460 7750</b> <b>Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a></b> <b>Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></b></p>
<b>ITA 4.3</b>	<p><b>The lead partner of the JV shall be the one with the highest share in the JV which shall not be less than 26%.</b> The maximum number of other members in the JV shall be such that each of the other members should have at least <b>20%</b> share. The JV can be either an incorporated JV company or an unincorporated consortium/ association (JVCA) based on a memorandum of understanding. In case of unincorporated JVCA, the share shall be determined based on the share in the proceeds of the contract (in terms of percentage) being bid for. In other words, if prequalified and invited to bid, the share of JV members in the contract in terms of value shall be in the proportion as stated above.</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>- Percentage share of each JV member</li> <li>- Confirmation of Joint and Several Liability of all members of the JV</li> </ul> <p>The JV is permissible at PQ Stage only. The JV which is prequalified will be sustained for the entire bidding process. JV among prequalified EPC Contractors and non-prequalified EPC Contractors or any other entity is not allowed subsequent to prequalification stage. No change of JV members or change in percentage (%) of share in JV is allowed subsequent to prequalification.</p>
<b>ITA 4.6</b>	<p>A list of debarred firms and individuals by: 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>
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## B. Contents of the Application Document

<b>ITA 7.1</b>	<p>For <b>clarification purposes</b>, the Bank's address is:</p> <p>Mr. Ajay Rana Assistant General Manager Lines of Credit Group Export-Import Bank of India 7th Floor, Office Block 1, NBCC Complex, East Kidwai Nagar New Delhi – 110023 Tel: +91 11-2460 7750 E-mail: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a> Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></p>
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## C. Preparation, Submission & Opening of Applications

<b>ITA 11.1 (d)</b>	<p>The preparation and submission of Application Form will be in dual mode (on-line as well as off-line).</p> <p><b>i) <u>On-line mode of Application</u></b> The applicant shall submit the application through Exim Bank's portal <a href="https://locprocure.eximbankindia.in">https://locprocure.eximbankindia.in</a></p> <p>For details for submitting Online Application, please refer the above portal.</p> <p><b><u>Minimum Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Computer/Laptop with Internet connection.</li> <li>2. Operating System: Windows Version: Windows 7/8/10 – 32 or 64 Bit.</li> <li>3. Java Version: 1.8 or above</li> <li>4. Mozilla version should be 45.0 and above(x86 only i.e OS of 32 Bit Version)</li> <li>5. Digital Certificate: Class III, Signing + Encryption and it should be organizational certificate.</li> </ol>
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<p><b>ITA 11.1 (d)</b></p>	<p><u>For any Online technical clarification, kindly contact:</u></p> <p>Bob EProcure Pvt. Ltd. 3 / 4, 3<sup>rd</sup> Floor, Maruthi Towers, Madivala, SBM, Bangalore Karnataka – 560069</p> <p>Contact Person: Ms. Alka Pillai Mob: +91-9148982205 +91-9148998467 Email: <a href="mailto:pgsupport@bobeprocure.in">pgsupport@bobeprocure.in</a></p> <p><b>ii) Off-line mode of Application</b></p> <p>The applicant shall forward a hard copy of its application along with a covering letter clearly indicating the name of the project and the Prequalification Reference No.</p> <p>The Applicant shall submit with its application, the following additional documents as attachment to the Application Submission Form:</p> <p>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.</p> <p>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 a copy (self-attested) of relevant Board Resolutions or equivalent documents.</p> <p><b><u>Note: It is mandatory for Applicants to submit the Application in both On-line and Off-line modes. Any Application not submitted in accordance with the requirements mentioned in this clause will be liable for rejection. In the event of any discrepancy in Application submitted On-line and Off-line, the information submitted in the hard copy (Off-line submission) will prevail.</u></b></p>
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ITA 14.2	<p>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> )</p> <p>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></p> <p>Applicants shall use the following rates for conversion between USD and INR:</p> <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>26-Oct-18</td><td>73.2746</td><td>0.0136</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	26-Oct-18	73.2746	0.0136
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ITA 15.1	<p>Additionally, one (1) copy in digital – in USB flash/ pen drive shall also be submitted.</p> <p>The prequalification application document (off line version) shall be submitted in spiral or hard bound 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>																											
ITA 17.1	<p>Submission of Application is required in <b>dual mode i.e. on-line as well as off-line</b> as mentioned in ITA 11.1(d).</p> <p><b>The deadline for Application submission is:</b> Date: November 26, 2018 Time: 1500 hrs 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><b>Attention: Mr. Ajay Rana, Assistant General Manager</b></p>																											

<b>ITA 19.1</b>	<p>The opening of the Applications shall be at the Bank's address as that indicated in 2.1</p> <p><b>Date: November 26, 2018</b></p> <p><b>Time: 1530 hrs</b></p>
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#### **Part IV. Prequalification 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**

<b>A</b>	<b>General</b>	<b>26</b>
<b>B</b>	<b>Past Contract Performance and Litigation</b>	<b>27</b>
<b>C</b>	<b>Financial Status and Capacity</b>	<b>28</b>
<b>D</b>	<b>Experience</b>	<b>29-30</b>
<b>E</b>	<b>Skilled Human Resources</b>	<b>31-35</b>

## A. General

<b>A.1 Nationality</b>	
<b>Requirement:</b>	<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>
<b>Documentation to be submitted</b>	Form A.1.1 and A.1.2
<b>Attachments to be submitted</b>	<ul style="list-style-type: none"> <li>➤ Articles &amp; Memorandum of Association, Certificate of Incorporation / Partnership Deed of the Applicant (and each of the JV members) 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>	
<b>Requirement:</b>	<ul style="list-style-type: none"> <li>➤ The Applicant shall not be under declaration as ineligible, as described in ITA 4.5, ITA 4.7.</li> <li>➤ Documentation and Attachments to be submitted as mentioned below</li> </ul>
<b>Documentation to be submitted:</b>	Application Submission Form
<b>Attachments</b>	<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 should also be attached.</li> <li>➤ In case the Applicant is a JV, the Applicant shall submit a copy (self-attested on all pages) of Power of Attorneys for each member of the JV along with copy (self-attested) of relevant Board Resolutions or equivalent documents. <ul style="list-style-type: none"> <li>➤ For an Applicant as a single entity or in case of JV, for each member: <ul style="list-style-type: none"> <li>○ Permanent Account Number (PAN): Self attested copy</li> <li>○ GST Registration details, as applicable: Self attested copy</li> </ul> </li> </ul> </li> </ul>

**B. Past Contract Performance and Litigation**

<b>B.1 Past Contract Non-performance</b>	
Requirement:	<ul style="list-style-type: none"> <li>There shall be no instance of contract<sup>1</sup> non-performance as a result of Applicant's default since <b>October 01, 2013</b> (in case of JV, each member shall meet the requirement).</li> <li>Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted:	Form B.1.1
Attachments to be submitted:	Documents establishing details included in Form B.1.1

<b>B.2 Pending Contract Litigation</b>	
Requirement:	<ul style="list-style-type: none"> <li>Applicant shall have a positive*adjusted net worth determined as per the financial statements for the financial year FY 2017-18 and the contractual litigation value as considered below net of provision made in the audited financial statements for FY 2017-18: <ul style="list-style-type: none"> <li>Litigation value shall be deemed to be 25% of the aggregate value of pending litigation across all contracts and net of provisions, this value shall be deducted from the net worth to arrive at the adjusted net worth.</li> </ul> </li> <li>Documentation and Attachments to be submitted as mentioned below</li> <li>In case of JV, each member shall meet the requirement.</li> </ul> <p><i>*Note: Net worth – [ 25% of Litigation Value – provisions already made] = positive</i></p>
Documentation to be submitted:	Form B.2.1
Attachments to be submitted:	Documents establishing details included in Form B.2.1

<b>B.3 Contract Litigation History</b>	
Requirement:	<ul style="list-style-type: none"> <li>The aggregate amount of court/arbitration awards related to contractual litigation against the Applicant<sup>2</sup>, if any since <b>October 01, 2013</b>, shall not exceed 25% of net worth as per the</li> </ul>

<sup>1</sup>Contract non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>2</sup>The Applicant (each member in case of a JV) shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years

	<p>latest financial statements (in case of JV, each member shall meet the requirement).</p> <ul style="list-style-type: none"> <li>• Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted:	Form B.3.1
Attachments to be submitted:	Documents establishing details included in Form B.3.1

### C. Financial Status and Capacity

C.1 Financial Status	
Requirement:	<p>(i) The audited balance sheets and profit &amp; loss account/ annual report for the last 3 financial years (FY 2015-16 to FY 2017-18) shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability in terms of:</p> <ul style="list-style-type: none"> <li>a) Positive net worth for each of the last three (3) years;</li> <li>b) Positive profit (i.e. Profit Before Tax) for at least one (1) out of last three (3) years and</li> <li>c) Annual Consultancy Revenue in any one (1) of the last three (3) financial years as defined above, be not less than <b>USD 80 million</b>.</li> </ul> <p>In case of JVCA, requirement (a) and (b) above shall be met by each member and requirement under (c), each member shall meet at least 25%, lead member shall meet at least 40% and all members together shall meet 100%. In case of JVCA, for requirement (ii) above, each member shall meet at least 25%, lead member shall meet at least 40% and all members together shall meet 100%.</p> <p>(ii) Documentation and Attachments to be submitted as mentioned below</p>
Documentation to be submitted:	Form C.1.1, and Form C.1.2 both certified by the Statutory Auditors of the Applicant (in case of JV, for each member of the JV).
Attachments to be submitted:	<ul style="list-style-type: none"> <li>a) The Applicant and its parties shall provide copies of audited financial statements for the last three years (FY 2015-16 to FY 2017-18). The financial statements shall:</li> <li>b) 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 group member).</li> <li>c) be independently audited and certified by the Statutory Auditor/ Chartered Accountant in accordance with applicable legislation.</li> <li>d) be complete, including all notes to the financial statements.</li> </ul>

	<p>e) correspond to accounting periods already completed and audited.</p> <p>f) supporting documents for additional financial means for likely future commitments</p>
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## D. Experience

D.1 General Experience	
Requirement:	<ul style="list-style-type: none"> <li>Experience under PMC Contracts in the role of Prime Consultant or JV member to the main client, in refinery sector in <b>India</b> during the last 10 Ten (10) years, starting <b>October 01, 2008 and up to application submission deadline</b> (In case of JV, each member shall meet the requirement).</li> <li>Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted:	Form D.1.1 (to be prepared separately for experience in India and experience outside India)
Attachments to be submitted:	Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the employer for each contract listed in Form D.1.1

D.2 Specific Experience	Refer Part I – Scope of Consulting Services																		
Requirement:	<p><b>(i) At least the number and value of similar contracts as mentioned below,</b> for experience as PMC or as EPCM consultant or in a combination of both PMC and EPCM for greenfield oil refinery project, that have been satisfactorily completed as a prime consultant, or joint venture member<sup>3</sup> to the main client, between <b>October 01, 2008</b> and application submission deadline:</p> <table><tr><td></td><td><b>No. of Contracts</b></td><td><b>Value<sup>4</sup> of Projects (USD mn)</b></td></tr><tr><td>Option I</td><td>3</td><td>480</td></tr><tr><td colspan="3">OR</td></tr><tr><td>Option II</td><td>2</td><td>600</td></tr><tr><td colspan="3">OR</td></tr><tr><td>Option III</td><td>1</td><td>960</td></tr></table>		<b>No. of Contracts</b>	<b>Value<sup>4</sup> of Projects (USD mn)</b>	Option I	3	480	OR			Option II	2	600	OR			Option III	1	960
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OR																			
Option III	1	960																	

<sup>3</sup> Experience shall be considered on the basis of the scope of work of the applicant in that JV for the contract under reference

<sup>4</sup> In case of contracts in INR, the exchange rate of 31st March of the FY in which the contract was signed, shall be used to arrive at the USD equivalent

	<p>(ii) The Applicant shall meet the following experience criteria as a minimum between October 01, 2018 and application submission deadline and operating for a minimum of one Year on the application submission deadline.</p> <ul style="list-style-type: none"> <li>a. The Applicant should have developed Basic Design and Engineering Package (BDEP) for a grassroots Crude Distillation Unit and Vacuum Distillation Unit (CDU/VDU) and utilities and offsites facilities</li> <li>b. Additionally, the Applicant should have provided PMC or EPMC services for a Grassroot Hydrocracker Unit.</li> </ul> <p>In case of JVCA, requirement shall be met by the JVCA on a combined basis i.e. contract values of each member shall not be aggregated but number of contract(s) by individual members meeting the value and technical aspects can be aggregated to meet the requirement on number of contracts.</p> <p>In addition to the above, each member of JVCA shall demonstrate experience of at least one contract of 50% of the value indicated under Option I above demonstrating experience similar to the technical aspects mentioned in (a) and (b) above.</p> <p>In case, completed project cited by a consultant was supervised as member of JV/ Consortium/ JVCA, credentials for same shall be considered based on role and responsibility of the applicant under the contract.</p> <p>Subcontractors' experience and resumes, if any, submitted with the application shall not be taken into account in determining the Applicant's compliance.</p> <p>(ii) Documentation and Attachments to be submitted as mentioned below</p>
Documentation to be submitted:	Form D.2.1
Attachments to be submitted:	Final Acceptance/ Completion Certificate/ Testimonial Letter issued by the employer for each contract listed in Form D.2.1

**E. Skilled Human Resources**

Requirement:	<ul style="list-style-type: none"><li>Applicant must demonstrate that it can deploy personnel for the following tentative key positions, meeting the qualification and experience mentioned therein:</li></ul> <p><b>REQUIREMENT OF SKILLED HUMAN RESOURCES FOR PMC + FEED</b></p> <table><tr><th>No</th><th>Role</th><th>Person</th><th>Minimum experience</th><th>Requirements of minimum qualification requirement</th></tr><tr><td colspan="5">▪ <b>OVERALL PROJECT MANAGEMENT</b></td></tr><tr><td>1.</td><td>Project Director</td><td>1</td><td>20 years</td><td>Master's Degree in Petroleum and Process Engineering or Economy Science</td></tr><tr><td>2.</td><td>Project Manager</td><td>1</td><td>15 years and 5 years of working experience as PM</td><td>Master's Degree in Petroleum and Process Engineering and Economy Science</td></tr><tr><td>3.</td><td>Project Coordinator</td><td>1</td><td>15 years</td><td>Degree in Project Management</td></tr><tr><td>4.</td><td>Project Control Manager</td><td>1</td><td>15 years</td><td>Master's Degree in Process Engineering</td></tr><tr><td>5.</td><td>Lead Process Engineer</td><td>1</td><td>15 years</td><td>Master's Degree in Process Engineering</td></tr><tr><td>6.</td><td>Lead Chemical Engineer</td><td>1</td><td>15 years</td><td>Master's Degree in Chemical Engineering</td></tr><tr><td>7.</td><td>Lead Mechanical Engineer</td><td>1</td><td>15 years</td><td>Master's Degree in Mechanical Engineering</td></tr><tr><td>8.</td><td>Lead Electrical Engineer</td><td>1</td><td>15 years</td><td>Master's Degree in Electrical Engineering</td></tr><tr><td>9.</td><td>Hydrological Engineer</td><td>1</td><td>10 years</td><td>Degree in Hydrology</td></tr><tr><td>10.</td><td>Industrial Accounting Manager</td><td>1</td><td>10 years</td><td>Degree in Industrial Accounting</td></tr><tr><td>11.</td><td>Planning and Operation Manager</td><td>1</td><td>15 years</td><td>Degree in Industrial Planning</td></tr><tr><td>12.</td><td>Landscape Engineer</td><td>1</td><td>10 years</td><td>Degree in Landscape planning</td></tr><tr><td>13.</td><td>Legal Manager</td><td>1</td><td>15 years</td><td>Degree in Law</td></tr><tr><td>14.</td><td>Contract specialist</td><td>1</td><td>10 years</td><td>Degree in Contract Management</td></tr></table>	No	Role	Person	Minimum experience	Requirements of minimum qualification requirement	▪ <b>OVERALL PROJECT MANAGEMENT</b>					1.	Project Director	1	20 years	Master's Degree in Petroleum and Process Engineering or Economy Science	2.	Project Manager	1	15 years and 5 years of working experience as PM	Master's Degree in Petroleum and Process Engineering and Economy Science	3.	Project Coordinator	1	15 years	Degree in Project Management	4.	Project Control Manager	1	15 years	Master's Degree in Process Engineering	5.	Lead Process Engineer	1	15 years	Master's Degree in Process Engineering	6.	Lead Chemical Engineer	1	15 years	Master's Degree in Chemical Engineering	7.	Lead Mechanical Engineer	1	15 years	Master's Degree in Mechanical Engineering	8.	Lead Electrical Engineer	1	15 years	Master's Degree in Electrical Engineering	9.	Hydrological Engineer	1	10 years	Degree in Hydrology	10.	Industrial Accounting Manager	1	10 years	Degree in Industrial Accounting	11.	Planning and Operation Manager	1	15 years	Degree in Industrial Planning	12.	Landscape Engineer	1	10 years	Degree in Landscape planning	13.	Legal Manager	1	15 years	Degree in Law	14.	Contract specialist	1	10 years	Degree in Contract Management
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7.	Lead Mechanical Engineer	1	15 years	Master's Degree in Mechanical Engineering																																																																													
8.	Lead Electrical Engineer	1	15 years	Master's Degree in Electrical Engineering																																																																													
9.	Hydrological Engineer	1	10 years	Degree in Hydrology																																																																													
10.	Industrial Accounting Manager	1	10 years	Degree in Industrial Accounting																																																																													
11.	Planning and Operation Manager	1	15 years	Degree in Industrial Planning																																																																													
12.	Landscape Engineer	1	10 years	Degree in Landscape planning																																																																													
13.	Legal Manager	1	15 years	Degree in Law																																																																													
14.	Contract specialist	1	10 years	Degree in Contract Management																																																																													

Part IV. Prequalification Criteria and Requirements

	15.	Human Resource and Training Manager	1	10 years	Degree in HR
	16.	Lead Engineer-Procurement	1	10 years	Master's Degree in Economy Science
	17.	Procurement Manager	1	10 years	Degree in Economy Science or Law
	18.	Commercial Manager	1	10 years	Degree in Commerce
	19.	Lead Engineer-Inspection & Expediting	1	10 years	Master's Degree in Engineering
	20.	Logistics and Transportation Manager	1	10 years	Degree in Logistics
	21.	HSE Manager	1	10 years	Degree in HSE Engineering
	22.	Environmental specialist	1	10 years	Degree in Environmental Science
	23.	Relationship and Representation Manager	1	10 years	Degree in Foreign Relations
	▪ <b>FEED AND EPC DESIGN REVIEW</b>				
	24.	Engineering Manager	1	15 years	Master's Degree in Engineering
	25.	Lead technology Process Engineer	1	15 years	Master's Degree in Petroleum Process Engineering
	26.	Process Engineer	1	10 years	Degree in Petroleum Process Engineering
	27.	Design and drawing Engineer	1	10 years	Degree in Petroleum Process Engineering
	28.	Industrial Planning Engineer	1	15 years	Degree in Industrial Planning
	29.	Lead Engineer-Fired Heater	1	10 years	Master's Degree in Thermal Engineering
	30.	Engineer – Fired Heater	1	5 years	Degree in Thermal Engineering
	31.	Lead Engineer-Piping	1	10 years	Master's Degree in Piping Engineering
	32.	Engineer - Piping	1	5 years	Degree in Piping Engineering
	33.	Lead Engineer-Civil	1	10 years	Master's Degree in Civil Construction Engineering
	34.	Engineer- Civil	1	5 years	Degree in Civil Construction Engineering
	35.	Lead Engineer-Structural	1	10 years	Master's Degree in Mechanical and Construction Engineering
	36.	Engineer-	1	5 years	Degree in



Part IV. Prequalification Criteria and Requirements

		Structural			Mechanical and Construction Engineering
37.	Lead Engineer-Machinery Equipment	1	10 years		Master's Degree in Mechanical Engineering
38.	Engineer-Machinery Equipment	1	5 years		Degree in Mechanical Engineering
39.	Lead Engineer-Static & Package Equipment	1	10 years		Master's Degree in Mechanical Engineering
40.	Lead Engineer-Electrical	1	10 years		Master's Degree in Electrical Engineering
41.	Engineer-Electrical	1	5 years		Degree in Electrical Engineering
42.	Lead Engineer-Instrumentation	1	10 years		Master's Degree in Automation Engineering
43.	Lead Engineer-HSE	1	10 years		At least Master's Degree in HSE
44.	Lead Engineer - Quality Control	1	10 years		At least Master's Degree in Engineering
45.	Thermal Engineer	1	10 years		Degree in Thermal Engineering
<b>▪ CONSTRUCTION PHASE</b>					
46.	Resident Construction Manager	1	15 years		
47.	Area Manager	1	15 years		Master's Degree in Civil Construction Engineering
48.	Project Control Manager	1	15 years		Master's Degree in Civil or Process Engineering
49.	Control Manager	1	10 years		Degree in Civil or Process Engineering
50.	Chief Construction Engineer-Civil	1	10 years		Master's Degree in Civil Construction Engineering
51.	Construction Engineer-Civil	3	10 years		Degree in Civil Construction Engineering
52.	Chief Construction Engineer-Mechanical	1	10 years		Master's Degree in Mechanical Engineering
53.	Construction Engineer-Mechanical	1	10 years		Degree in Mechanical Engineering
54.	Chief Construction Engineer-Piping	1	10 years		Master's Degree Piping Engineering
55.	Lead	1	10 years		Master's Degree in

Part IV. Prequalification Criteria and Requirements

		Construction Engineer-Electrical			Electrical Engineering
	56.	Lead Construction Engineer-Instrumentation and Automation	1	10 years	Master's Degree in Automation Engineering
	57.	Lead Construction Engineer-Safety	1	10 years	Master's Degree in HSE Engineering
	58.	Lead Construction Engineer-Welding & NDT	1	10 years	Master's Degree in Welding Engineering
	59.	Lead Construction Engineer-Planning	1	10 years	Master's Degree in Engineering Planning
	60.	Pump and Compressor Engineer	1	10 years	Degree in Mechanical Engineering
	61.	Utility Engineer	1	10 years	Degree in Process Engineering
	62.	Power Plant Engineer	1	10 years	Degree in Power Plant Engineering
	63.	Thermal Engineer	1	10 years	Degree in Thermal Engineering
	64.	Turbine Engineer	1	10 years	Degree in Power Plant Engineering
	65.	Boiler Engineer	1	10 years	Degree in Power Plant Engineering
	<b>▪ PRE-COMMISSIONING, COMMISSIONING AND START-UP</b>				
	66.	Lead Commissioning Manager	1	15 years	Master's Degree in Process Engineering
	67.	Commissioning Manager	1	10 years	Master's Degree in Process Engineering
	68.	Lead Engineer-Commissioning	1	10 years	Master's Degree in Process Engineering
	69.	Control Manager	1	10 years	Degree in Civil or Process Engineering
	70.	Quality and Inspection Manager	2	10 years	Degree in Mechanical Engineering
	71.	Lead Testing Engineer	1	10 years	Degree in Civil or Process Engineering
	72.	Testing Engineer	1	10 years	Degree in Civil or Process Engineering
		<b>TOTAL</b>	<b>75</b>		

Part IV. Prequalification Criteria and Requirements

	<ul style="list-style-type: none"> <li>• Information on Skilled Human Resources on the rolls of the Applicant shall be considered in determining suitability to be prequalified</li> <li>• Representative CVs of experts should be provided. CVs should incorporate, <i>inter alia</i>, qualifications, experience in the sector and should also list professional memberships/ accreditations and knowledge of foreign languages, countries of work experience;</li> <li>• Other than the Key Personnel mentioned, information shall be provided on expert(s), such as Management Specialist, Quantity Surveyor, Architects, Technicians, Sociologist, etc. who might have to be engaged by the Consultant as may be required for carrying out the activities and discharging its duties successfully.</li> <li>• The CVs should be signed in original, either by the respective personnel or by the authorized signatory of the Applicant/ JV.</li> </ul> <p>In case of JV, the requirement shall be met on a combined basis.</p>
Documentation to be submitted:	Form E.2.1
Attachments to be submitted:	Documents/ Tables/ Charts demonstrating availability of Skilled Human Resources, number of staff, areas of expertise, years of experience, countries of work experience.

**NOTE:**

The Evaluation Criteria for Pre- Qualification of Applicants

Sr. No.	Description	Remarks
A.	General	Evaluation on Pass/ Fail basis
B.	Past Contract Performance and Litigation	Evaluation on Pass/ Fail basis
C.	Financial Status and Capacity	Evaluation on Pass/ Fail basis
D.	Experience	Evaluation on Pass/ Fail basis
E.	Quality Assurance	Evaluation on Pass/ Fail basis

## **Part V. Forms**

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### Application Submission Form

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

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

To: *[insert full name of Bank]*

We, the undersigned, apply to be pre-qualified for the referenced IFP and declare that:

- (a) We have examined and have no reservations to the Application Document, including Corrigendum No(s).\_\_\_\_\_, issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each corrigendum or "nil" if no corrigendum is issued]*.
- (b) We meet the eligibility requirements as stated in ITA 4.1, we have not been currently debarred/ sanctioned in accordance with ITA 4.5;
- (c) We confirm that we have not defaulted in any loan to any Bank/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 ECGC Specific Approval List, RBI Caution List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed) and CIBIL Defaulter List, 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 prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the pre-qualified Applicants to bid for subsequent contract(s) subject to this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 24.1.
- (e) 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 prequalification.

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]

Encl: Checklist of forms and documents

**Checklist for Various Forms and Documents to be submitted**

<b>Form No.</b>	<b>Details of Forms and Documents</b>	<b>Page no.</b>
A.1.1	Applicant Information Form	
	1. Articles & Memorandum of Association	
	2. Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration	
	3. PAN and GST Registration Details	
	4. Letter of intent to form JV or JV agreement, in case of JV	
	5. Organizational chart	
	6. List of Board of Directors with their complete designation in case of nominee directors	
	7. The beneficial ownership with respective shareholding and nationality of shareholders	
	8. A copy (self-attested on all pages) of Power of Attorney in favour of the person who has been authorised, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant	
	9. A copy of relevant Company Board Resolution referred to in item No. 8 above	
A.1.2 *	Applicant's JV Member's Information Form [in case Applicant is a JV]	
*	1. Articles & Memorandum of Association of JV Member	
*	2. Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration, of JV Member	
*	3. PAN and GST Registration Details of JV Member	
*	4. Organizational chart of JV Member	
*	5. List of Board of Directors with their complete designation in case of nominee directors of JV Member	
*	6. The beneficial ownership with respective shareholding and nationality of shareholders of JV Member	
*	7. A copy (self-attested on all pages) of Power of Attorney in favour of the person who has been authorised, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant	
*	8. A copy of relevant Company Board Resolution referred to item No. 7 above.	

Part V. Forms

B.1.1*	Non-Performed Contracts	
*	1. Documents establishing details included in Form B.1.1	
B.1.2 *	Pending Litigation	
*	1. Documents establishing details included in Form B.2.1	
B.1.3 *	Litigation History	
*	1. Documents establishing details included in Form B.3.1	
C.1.1*	Financial Status & Capacity, certified by the Statutory Auditor of the Applicant	
C.1.2 *	Sources of Finance	
*	1. Audited Annual Reports for the last 5 years	
*	2. Statement of Consolidated Credit Facilities (sanctioned, utilised and available) from Lead Banker or respective Bank statements duly attested by the respective banks.	
C.1.3 *	Annual Turnover, certified by the Statutory Auditor of the Applicant	
D.1.1*	General Experience	
*	1. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the employer for each contract listed in Form D.1.1	
*	2. In case the contracts listed in D.1.1 are executed by the Applicant through an SPV under a concession agreement, either singly or in joint venture, the following additional documents/information should be submitted:  a. Copy of Letter of Acceptance of the bid issued by the Concession Granting Authority in favour of the Applicant or a JV comprising the Applicant;  b. Copy of Concession Agreement indicating the shareholding structure of the SPV establishing that the SPV is wholly held by the Applicant or by a JV comprising the Applicant provided the Letter of Acceptance of bid by the Concession Authority is issued in favour of the JV comprising the Applicant.	
*	3. 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 and responsibilities and scope and value of work.	
D.2.1 *	Specific Experience	
*	1. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the employer for each contract listed in Form D.2.1	
*	2. In case the contracts listed in D.2.1 are executed by the Applicant through an SPV under a concession agreement, either singly or in joint venture, the following additional documents/information should be submitted:	



Part V. Forms

	<p>a. Copy of Letter of Acceptance of the bid issued by the Concession Granting Authority in favour of the Applicant or a JV comprising the Applicant;</p> <p>b. Copy of Concession Agreement indicating the shareholding structure of the SPV establishing that the SPV is wholly held by the Applicant or by a JV comprising the Applicant provided the Letter of Acceptance of bid by the Concession Authority is issued in favour of the JV comprising the Applicant.</p>	
*	In case the contracts listed in D.2.1 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 and responsibilities and scope and value of work.	
E.3.1	Skilled Human Resources	
E.4.1	Manufacturer's Authorisation (Undertaking)	
Part VI. *	Questionnaire for Applicants	

Note : i. Please insert page numbers

ii. Documents marked '\*' to be submitted for each JV member separately.

**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]*

IFP No. and title: *[insert IFP 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 Constitution]</i>
Applicant's actual year of incorporation: <i>[indicate year of Constitution]</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>
1. Attached are copies of original documents of <input type="checkbox"/> Articles & Memorandum of Association and 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. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.3. 2. Included are the organizational chart, a list of Board of Directors with their complete designation in case of nominee directors, and the beneficial ownership with respective shareholding and nationality of shareholders.

\* Note: Applicant's attention is drawn to ITA 4.1 pursuant to which this prequalification process is open to only Indian firms.

## 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]*

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

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

Information pertaining to: *[Insert name of JV leader or JV member/s]*

<p>Applicant name:</p> <p><i>[insert full name of the JV]</i></p>
<p>Applicant's JV Member's name:</p> <p><i>[insert full name of Applicant's JV Member]</i></p>
<p>Applicant's JV Member's country* of registration:</p> <p><i>[indicate country of registration]</i></p>
<p>Applicant's JV Member's date of constitution:</p> <p><i>[indicate date of constitution in dd/mmm/yyyy]</i></p>
<p>Applicant's JV Member's legal address registered in India:</p> <p><i>[insert street/ number/ town or city/ country]</i></p>
<p>Applicant's JV Member's authorized representative information</p> <p>Name: <i>[insert full name]</i></p> <p>Address: <i>[insert street/ number/ town or city/ country]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i></p> <p>E-mail address: <i>[indicate e-mail address]</i></p>
<p>1. Attached are copies of original documents of Articles &amp; Memorandum of Association and 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.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

\* Note: Applicant's attention is drawn to ITA 4.1 pursuant to which this prequalification process is open to only Indian firms.

**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]*

Joint Venture Member Name: *[insert full name]*

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

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

Information pertaining to: *[Insert name of JV Leader or JV member/s]*

<b>Form B.1.1</b>			
Non-Performed Contracts in accordance with Part IV, Prequalification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since the date specified in Part IV, Prequalification Criteria and Requirements, Sub-Factor B.1.			
<input type="checkbox"/> Contract(s) not performed since the date specified in Part IV, Prequalification Criteria and Requirements, requirement B.1			
<b>Year</b>	<b>Non-performed portion of Contract</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)</b>
<i>[insert financial 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>

<b>Form B.2.1</b>				
Pending Litigation, in accordance with Part IV, Prequalification Criteria and Requirements				
<input type="checkbox"/> No pending litigation in accordance with Part IV, Prequalification Criteria and Requirements, Sub-Factor B.2				
<input type="checkbox"/> Pending litigation in accordance with Part IV, Prequalification Criteria and Requirements, Sub-Factor B.2 as indicated below.				
<b>Year of dispute</b>	<b>Amount in dispute (currency)</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), USD Equivalent (exchange rate)</b>	<b>Amount of specific provision already made, if any</b>
<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]</i>

Form B.3.1			
Litigation History, in accordance with Part IV, Prequalification Criteria and Requirements			
<input type="checkbox"/> No litigation in accordance with Part IV, Prequalification Criteria and Requirements, Sub-Factor B.3.			
<input type="checkbox"/> Litigation Awards in accordance with Part IV, Prequalification 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 financial 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>

**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 Auditor. Failure to comply with this requirement may result in rejection of the Application]*

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

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

Joint Venture Member Name: *[insert full name]*

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

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

Information pertaining to: *[Insert name of JV leader or JV member/s]*

**1. Financial data**

Type of Financial information in	Historic information for last 3 years, (amount in Indian Rupees)				
FY	FY 2015-16		FY 2016-17		FY 2017-18
Sources of Fund					
Share Holder's Fund					
Loan Fund					
Application of Fund					
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					
Networth					

Networth					
<b>Information from Income Statement</b>					
Income					
Expenditure					
Profit/(Loss) Before Tax (PBT)					
Profit/(Loss) After Tax (PAT)					
<b>Information From Cashflow Statement</b>					
Cash Flow from Operating Activities					
Cash Flow from Investments					
Cash Flow from Financing Activities					

## 2. Sources of Finance

[The following table shall be filled in for the Applicant and each partner in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements for works currently in progress

### A. Details of Credit Facilities available to the Applicant

Sr No	Type of Facility	Sanctioned Limit	Utilised Limit	Unutilised Limit
	Fund Based Limits			
	a.			
	b.			
	c.			
	<b>Total Fund Based</b>			
	Non-fund Based Limits			
	a			



	b			
	C			
	<b>Total Non –fund Based</b>			
	<b>Total Fund and Non-Based Limit</b>			

- B. Details of Other Liquid Assets such as fixed deposits, other liquid assets and any other financial means which may be used meet the cash flow requirements for works currently in progress by the Applicant

<b>Sr No</b>	<b>Type of Liquid Assets</b>	<b>Amount</b>
1.		
2.		
3.		

### 3. Financial documents

The Applicant and its parties shall provide copies of audited financial statements for last three years [FY 2015-16 to FY 2017-18] pursuant Part IV, Prequalification Criteria and Requirements, Sub-factor C.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV, for each member and not of an affiliated entity (such as parent company or group member);
- (b) be independently audited or certified in accordance with local legislations;
- (c) be complete, including all notes to the financial statements;
- (d) correspond to accounting periods already completed and audited.

- ☐ Attached are copies of financial statements for the **three** years required above; and complying with the requirements.
- ☐ Please note that printed Audited Annual Reports are to be certified by the Statutory Auditors duly signed & stamped.
- ☐ Please submit Statement of Consolidated Credit Facilities (sanctioned, utilised and available) from Lead Banker or respective Bank statements.

**Form C.1.2****Annual Consultancy Turnover**

*[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 auditor. Failure to comply with this requirement may result in rejection of the Application]*

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

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

Joint Venture Member Name: *[insert full name]*

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

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

<b>Annual Consultancy Revenue Data</b>						
<b>Year</b>	<b>PMC Revenue Amount (INR)</b>			<b>Total Consultancy Revenue #</b>	<b>Exchange Rate*</b>	<b>USD equivalent</b>
	<b>By PMC Contracts in India</b>	<b>By Overseas PMC Contracts</b>	<b>Total PMC Revenue</b>			
2014-15						
2015-16						
2016-17						
2017-18						

\* Refer ITA 14 for source of exchange rate. Exchange rate prevalent on 31<sup>st</sup> March shall be used to calculate revenue for respective financial year

# Total Consultancy Revenue would include revenues from all consultancy contracts including PMC contracts.

**Form D.1.1****General Experience**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

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

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

Joint Venture Member Name: *[insert full name]*

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

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

Information pertaining to: *[Insert name of JV Leader or JV member/s]*

*[Identify contracts that demonstrate PMC/ Lender's Engineer/ Owner's Engineer/ Supervision Engineer work over the past 10 years pursuant to Part IV, Prequalification Criteria and Requirements, Sub-Factor D.1. List contracts chronologically, according to their commencement (starting) dates and attach Final Acceptance Certificates.]*

**1. Experience within India**

<b>Contract Identification</b>	<b>Start Date</b>	<b>Initial Contractual End Date</b>	<b>Actual Completion Date and Reasons for delay, if any</b>	<b>Role of Applicant</b>
Contract name: <i>[insert full name]</i> Brief Description of the works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[indicate date as dd/mm/yyyy]</i>	<i>[indicate date as dd/mm/yyyy]</i>		<i>[insert "Prime Consultant" or "JV Member"]</i>

\* Refer ITA 14 for date and source of exchange rate

Final Acceptance Certificate to be attached for each contract, in an orderly fashion

**Experience outside India**

<b>Contract Identification</b>	<b>Country of Work Execution</b>	<b>Start Date</b>	<b>Initial Contractual End Date</b>	<b>Actual Completion Date and Reasons for delay, if any</b>	<b>Role of Applicant</b>
Contract name: <i>[insert full name]</i>  Brief Description of the works performed by the  Applicant: <i>[describe works performed briefly]</i>  Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i>  Name of Employer: <i>[indicate full name]</i>  Address: <i>[indicate street/number/town or city/country]</i>		<i>[indicate date as dd/mmm/yyyy]</i>	<i>[indicate date as dd/mmm/yyyy]</i>	<i>[indicate date as dd/mmm/yyyy]</i>	<i>[insert "Prime Consultant " or "JV Member"]</i>

\* Refer ITA 14 for date and source of exchange rate.

Final Acceptance Certificate to be attached for each contract, in an orderly fashion

**Form D.2.1****Specific Experience**

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

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

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

Joint Venture Member Name: *[insert full name]*

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

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

Information pertaining to: *[Insert name of JV Leader or JV member/s]*

**Information**

Similar Contract No.	<i>[insert number] of [insert number of similar contracts required]</i>		
Contract Identification/ Title	<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 Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	
Total 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:		
Brief Scope of the Services as per Contract			
Narration of the Actual Services Rendered			
Key Staff Positions and Names of Staff			

Part V. Forms

Total Staff Months by your firm	
Total Staff Months by Associate firm (if applicable)	

\* Refer ITA 14 for date and source of exchange rate.

Final Acceptance Certificate to be attached for each contract, in an orderly fashion

**Form E.2.1**

**Skilled Human Resources**

*[Furnish details for at least 5 key staff pursuant to Part IV, Prequalification Criteria and Requirements, Sub-Factor E.2. In case of JVCA, this shall be on a combined basis]*

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

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

Joint Venture Member Name: *[insert full name]*

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

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

Sector	Name of key staff on rolls	Academic Qualification	Specialization	Years of Experience	Experience in Countries

Information on the human resources may be provided on the basis of functional positions such as Design Engineers, Architects, etc, and their number

CV of each personnel listed in Form E.2.1, to be attached



### Part VI. Questionnaire for Applicants

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

IFP No.: *[insert IFP No.]*

<b><u>Eligibility, Confirmation and Other Important Information</u></b>	<b><u>Response*</u></b>
1. Is your firm, either singly or in joint venture currently empanelled or prequalified as a PMC.  If yes, please provide details of Client, Country and Scope of PMC. Attach additional sheets, if needed.	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 prequalification 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 prequalification.	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 prequalification or any resulting contracts.	Confirm:  Yes___/No _____
4. Has your firm been 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 in the last 5 years prior to Application submission deadline. If yes, please provide details in a separate sheet, as necessary.	Yes___/No_____
7. Has there been a termination of your contract for non-performance in the last 5 years prior to the month preceding the month of Application Submission Deadline? If Yes, please describe in detail in a separate sheet, as necessary.	Yes___/No_____
8. If prequalified and subsequently awarded a contract by the 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	Confirm:  Yes___/No _____  Yes___/No _____

(iii) to be responsible for the performance of the work executed by your firm	Yes___/No _____
(iv) to allow scrutiny of your work, related accounts, documentation by the Borrower/ Bank/ Government of India	Yes___/No _____
9. Please confirm that you agree to the provisions of the Government of India guidelines dated 7 <sup>th</sup> December 2015 on IDEAS Lines of Credit	Confirm: Yes___/ No ____

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

**Certificate of eligibility and authority to sign Prequalification application**

I, [*Name of Authorized Signatory*], certify that I am [*Title*] and Authorized Signatory of [*Name of Applicant or JV member as applicable*]. By signing the Application Submission Form under IFP No [*insert IFP No.*] and on behalf of [*Name of Applicant/ JV member*] I also certify that all information stated here and in the Application Document is accurate and true and that signing the Application Submission Form is within the scope of my powers as [*Title*] and Authorized Signatory.

---

(*Signature*)

[*Name of Authorized Signatory*]  
[*Title*] of Authorized Signatory

Date:

## Annexure-1

**Broad List of Facilities for Refinery (HCU+VBU Configuration)**

S. No.	Facilities
<b>A. Open Art Units</b>	
1.	Integrated Crude Distillation Unit / Vacuum Distillation Unit (CDU/VDU)
2.	Sat. LPG Merox Unit
3.	Sour Water Stripper-I/II (SWS-I/II)
4.	Amine Regeneration Unit (ARU)
5.	Fuel Gas Treating Unit (FGTU)
<b>B. Licensed Units</b>	
1.	Full Conversion Hydrocracker Unit (FC HCU)
2.	Diesel Hydro treating Unit (DHDT)
3.	Naphtha Hydro treating Unit (NHT)
4.	Isomerisation (ISOM)
5.	Semi Regenerative Reforming Unit (SRR)
6.	Sulfur Recovery Unit (SRU)
7.	Hydrogen Generation Unit (HGU)/PSA
8.	Visbreaker Unit (VBU)
9.	Hydrogen Recovery PSA
<b>C. U&amp;O</b>	
1.	Captive Power Plant (CPP)
2.	Raw Water Treatment Plant (RWTP)
3.	Cooling Tower
4.	RO DM
5.	Compressed Air System (IA/PA)
6.	Nitrogen System
7.	Effluent Treatment Plant (ETP)
8.	Condensate system
9.	Crude & Product Storage Tanks

<b>S. No.</b>	<b>Facilities</b>
<b>10.</b>	LPG Bullets
<b>11.</b>	Offsite Facilities (Plant/non-plant building, fire water system, flare system etc.)
<b>12.</b>	Railway/Road based crude & product loading and unloading facilities
<b>D.</b>	<b>Pipelines</b>
<b>1.</b>	Water Pipeline