

# Application Document

for

Continuous Empanelment of Construction  
Contractors

for

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

**Invitation for Empanelment (IFE) No.: Construction-03**

**Export-Import Bank of India**

**Issued on: December – 2018**

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

**Part I. General Scope**

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

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

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

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

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

**Part IV. Empanelment Criteria and Requirements**

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

**Part V. Forms**

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

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

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

This checklist ensures the prospective Applicants enclosed the required documents before submitting the application.

## **Contents**

### **Application Document for Empanelment of Construction Contractors**

Part I. General Scope .....	4
Part II. Instructions to Applicants (ITA).....	6
Part III. Data Sheet (DS) to ITA .....	15
Part IV. Empanelment Criteria and Requirements .....	18
Part V. Forms .....	25
Part VI. Questionnaire for Applicants .....	43

# Part I. General Scope

## Description of the Scope

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

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

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

- Agriculture (including crop improvement, research stations, supply of tractors and farm equipment);
- Civil construction (including housing, hospitals, etc.);
- Fisheries (including pisciculture, cold storage);
- Health and Pharma (including setting up, operation and management of tertiary/specialty hospitals; supply, installation and commissioning of medical equipment/devices/plants and related services, etc.);
- Industrial projects (sugar, cement, food processing, textile, automotive, etc.);
- Information Technology
- Telecom
- Irrigation (including micro/drip irrigation, canals, etc.);
- Mining and mining equipment;
- Power Generation (thermal, hydro);
- Power transmission and distribution (including rural electrification);
- Renewable energy (including solar, wind, bio-gas);
- Transportation including Roads & Highways and Railways (including track laying, route construction, signalling, locomotives and rolling stock);
- Services such as software development, Information Technology Enabled Services (ITES), Vocational Training;
- Water and sanitation (including desalination, sewerage, water treatment and purification, storage and distribution)

A Construction Contractor is expected to carry out construction activity as per the detailed engineering design to deliver a functioning facility or asset to their clients.

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

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

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

## Part II. Instructions to Applicants (ITA)

### Table of Articles

A. General.....	7
1. Background.....	7
2. Scope of Empanelment .....	7
3. Ethics and Integrity.....	7
4. Eligibility of Applicants .....	8
B. Composition of the Application Document .....	9
5. Contents of this Document .....	9
6. Clarifications.....	9
7. Corrigendum of Application Document.....	10
C. Preparation, Submission and Opening of Applications .....	10
8. Cost towards Application .....	10
9. Language .....	10
10. Documents constituting the Application .....	10
11. Application Submission Form .....	10
12. Documents Evidencing the Applicant's Eligibility.....	10
13. Documents Evidencing the Applicant's Qualifications .....	10
14. Authorized Signatory and Number of Copies.....	11
15. Preparing the Application Envelope .....	11
16. Application Submission .....	12
D. Procedures for Evaluation of Applications .....	12
17. Evaluation to be Confidential .....	12
18. Clarifications during Evaluation.....	12
19. Determination of Responsiveness of Applications.....	12
E. Evaluation of Applications and Empanelment of Applicants .....	12
20. Evaluation of Applications .....	12
21. Bank's Right to Accept or Reject Applications.....	13
22. Empanelment of Applicants.....	13
23. Notification of Empanelment .....	13

# 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 Empanelment

- 2.1 With reference to the Invitation for Empanelment (IFE) indicated in Part III, Data Sheet (**DS**), this Application Document (“Application Document”) is being issued by the Bank to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for empanelment in various sectors as per the scope described in Part I, General Scope and subject to the provisions of this Application Document.

### 3. Ethics and Integrity

- 3.1 The Bank requires Applicants to participate in this empanelment process with the highest standards of integrity and ethics and prohibits any corrupt and/or fraudulent practices. It is strictly forbidden to the parties involved in the empanelment process, by themselves or by a third party, to offer, ask or accept for itself or for a third party, financial or non-financial advantage or even direct or indirect promise, as offsets for empanelment, 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, 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 empanelment process, or during the subsequent bidding for the contract(s) has committed corrupt, fraudulent, or unethical practices, the Bank, inter alia, may:
- (a) reject any Application for empanelment or proposal to award a contract in connection with the subsequent procurement process, as applicable; and/or
  - (b) sanction an Applicant involved in corrupt practices,

temporarily or permanently, ineligible to be awarded future contracts under Bank funding.

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

- 4.1 This empanelment exercise is open to only Indian Applicants in accordance with the provisions of ITA 4.4. Any form of association by the Applicant with ineligible entities either during this empanelment process or subsequent bidding process may be liable for rejection.
- 4.2 For the purpose of applying the eligibility criteria listed in this article 4, "Applicant" would include the single entity or in case of a joint venture ("JV"), each member of the JV, involved or intended to be involved with this empanelment process (as mentioned in Form A.1.2 Applicant's/ JV Member's Information Form), for any part of the prospective contract(s) including related services.
- 4.3 An Applicant may be a single entity or a combination of entities in the form of a JV either existing or with the intent to enter into a JV supported by a letter of intent listing out the names of all the JV members. In the case of a JV, all members shall be jointly and severally liable for the execution of the subsequent contract(s) in accordance with the respective contract terms. The JV shall be represented by an authorized representative who shall have the authority from all members of the JV so as to conduct all business for and on behalf of the JV during the empanelment process. The limit on the number of members in a JV would be as specified in the **DS**.
- 4.4 This empanelment exercise is open to only Indian Applicants. An Applicant shall be deemed to be Indian if the Applicant is constituted, incorporated or registered in and operates in accordance with the provisions of the laws of India, as evidenced by its articles of incorporation and its registration documents, as the case may be.
- 4.5 An Applicant that has been debarred/ sanctioned by the Bank in pursuance of ITA 3.1, or debarred/ sanction imposed by any government procuring entity/ corporation or Multilateral Development Agencies (MDA) in accordance with extant rules and procedures during such period of time as the Bank/ sanctioning authority shall have determined:
  - (i) shall be ineligible to be empanelled;
  - (ii) If already empanelled, then such empanelment shall be revoked.
- 4.6 The list of debarred firms and individuals by certain leading MDAs is available as specified in the **DS**. This may not be an exhaustive list of debarred entities but those which are made available centrally on the respective MDA's website. Additionally, there could be lists of debarred entities issued



by various government departments/ procuring entities/ corporations and maintained offline.

- 4.7 An Applicant shall be ineligible to be empanelled if it is currently under default on any loan to any Bank/ Financial Institution (FI) and 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)'s Negative List and Credit Information Bureau India Ltd. (CIBIL) Defaulter List, any other negative list of central and state government agencies, updated from time-to-time. On being included in any of the above lists post the empanelment process, the Applicant shall immediately inform Exim Bank on the inclusion and reasons for inclusion thereof.
- 4.8 An Applicant shall furnish such evidence of eligibility satisfactory to the Bank, as the Bank shall reasonably request.

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

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

- 5.1 This Application Document consists of the Parts indicated below, and which should be read in conjunction with any Corrigendum issued in accordance with ITA 7.
- Part I. General Scope
  - Part II. Instructions to Applicants (ITA)
  - Part III. Data Sheet (DS) to ITA
  - Part IV. Empanelment Criteria and Requirements
  - Part V. Forms
  - Part VI. Questionnaire for Applicants
- 5.2 Unless obtained directly from the Bank, the Bank shall not be responsible for the completeness of the document, responses to requests for clarification, or Addenda to the Application Document in accordance with ITA 7. In case of any discrepancies, documents issued directly by the Bank shall prevail.
- 5.3 An Applicant is expected to study all instructions, and forms in the Application Document and to furnish with its Application all information or documentation as is required by the Application Document.

### **6. Clarifications**

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

Application Document in accordance with the provisions of ITA 7.

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

**7. Corrigendum of Application Document**

- 7.1 At any time the Bank may amend the Application Document by issuing a Corrigendum which shall be applicable prospectively.
- 7.2 Any Corrigendum or Addenda issued shall be deemed to be part of the Application Document and shall be published on the Bank's website.

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

**8. Cost towards Application**

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

**9. Language**

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

**10. Documents constituting the Application**

- 10.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with ITA 11.1;
  - (b) documentary evidence establishing the Applicant's eligibility, in accordance with ITA 12.1;
  - (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 13; and
  - (d) any other document required as specified in the **DS**.

**11. Application Submission Form**

- 11.1 The Applicant shall complete the Application Submission Form as provided in Part V (Forms). This Form must be completed without any alteration to its format to be considered as valid.

**12. Documents Evidencing the Applicant's Eligibility**

- 12.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms A.1.1 and A.1.2, included in Part V (Forms).

**13. Documents Evidencing the Applicant's Qualifications**

- 13.1 To establish its qualifications in accordance with Part IV, Empanelment Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Forms included in Part V, without any alteration to the format. Applicant shall also complete the Questionnaire

included in Part VI without any alteration to the questions. Each Form included in Part V and the Questionnaire in Part VI shall be duly signed by the authorized representative of the Applicant. In case of JV, authorized representative of the respective member shall sign. Non-compliance to this clause may result in summary rejection of the Application.

13.2 Wherever a monetary amount is to be stated, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:

- (a) for contracts signed in the current financial year, the exchange rate prevalent as on the last date of the month preceding the month in which the application is submitted, shall be used to arrive at the USD equivalent;
- (b) for contracts signed prior to the current financial year, the exchange rate as on 31st 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 **DS**.
- (c) Exchange rates shall be taken from the publicly available source identified in the **DS**. Any error in determining the exchange rates in the Application may be corrected by the Bank during evaluation.
- (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 31st March of respective financial year as specified in the **DS**.

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

- 14.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 10 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by all members of the JV.
- 14.2 Copies of the signed original Application, in the number specified in the **DS**, and clearly marked as "COPY" shall be submitted by the Applicant. The original shall govern in case of any discrepancy between the original and the copies.

#### **15. Preparing the Application Envelope**

- 15.1 The Applicant shall enclose the original and the copies, if any, Application in a sealed envelope that shall:
  - (a) be addressed to the Bank, as per ITA 16.1;
  - (b) mention the name and address of the Applicant; and
  - (c) mention the specific identification of this empanelment process indicated in the **DS** 2.1.

15.2 The Bank will accept no responsibility for not processing any envelope that was not prepared as required in ITA 15.1 above.

**16. Application Submission**

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

**D. Procedures for Evaluation of Applications**

**17. Evaluation to be Confidential**

17.1 Information relating to the Applications, their evaluation and result shall be confidential and will not be disclosed to Applicants or any other person(s) not officially concerned with the empanelment process until the official notification of empanelment results is made in accordance with ITA 23.

17.2 From the date of submission of Applications to the time of notification of the results of the empanelment in accordance with ITA 23, any Applicant who wishes to contact the Bank on any matter related to the empanelment process (except as specified in 18.1 below), may do so only in writing. Canvassing in any form will be grounds for disqualification.

**18. Clarifications during Evaluation**

18.1 During the evaluation of Applications, in case of ambiguity, the Bank may, at its discretion, ask an Applicant for a clarification of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Bank and all clarifications from the Applicant shall be in writing. Any clarification submitted by an Applicant that is not in response to a request by the Bank may not be considered.

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

**19. Determination of Responsiveness of Applications**

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

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

**20. Evaluation of Applications**

20.1 The Bank shall use the criteria and requirements defined in Part IV, Empanelment Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Bank reserves the right to waive minor deviations from the empanelment criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform a contract.

20.2 The qualification and experience of sub-contractors, if any,

proposed by the Applicant will not be considered for evaluation of the Applicant.

- 20.3 In case of multiple sectors, Applicants should indicate in their Applications the individual sector or combination of sectors in which they are interested. The Bank shall empanel each Applicant for the maximum combination of evaluated sectors for which the Applicant meets the appropriate requirements, as applicable.
  - 20.4 Only the qualifications of the Applicant, in the capacity as prime contractor/ member of JV to the main client and as Sub-Contractor, shall be considered. In particular, the qualifications of a parent or other affiliated company that is not party to the Applicant under a JV in accordance with ITA 4.3 shall not be considered.
  - 20.5 The qualification and experience of the Applicant for execution of contracts in-house or for a parent/ promoter/ group concerns or for Special Purpose Vehicles (SPVs), set up by the Applicant or its group companies, shall not be considered.
- 21. Bank's Right to Accept or Reject Applications**
- 21.1 The Bank reserves the right to accept or reject any Application, and to annul the empanelment process and reject all Applications at any time, without thereby incurring any liability to the Applicants.
- 22. Empanelment of Applicants**
- 22.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be empanelled by the Bank.
  - 22.2 It is clarified that the intention for the said empanelment process is to create a database of potential companies/ entities having Construction experience in a particular sector. The empanelment of any entity does not endorse an empanelled company's technical, financial strengths or project execution capabilities.
  - 22.3 The empanelment is valid for a period of up to 3 years from the date of notification of empanelment by Exim Bank. Within the said period, Empanelled entities may be invited by Exim Bank to submit additional information or fresh application required for revalidation of empanelment.
  - 22.4 The Applicants whose Applications do not substantially meet the specified qualification requirements shall be advised the reason for the same by Exim Bank. Such Applicants may submit fresh Applications to Exim Bank as and when they fulfill the specified qualification requirements on account of which they were not empanelled.
- 23. Notification of Empanelment**
- 23.1 The Bank shall periodically notify the applicant and update the result of the empanelment process through publication on the Bank's website of the names of those Applicants who have been empanelled.

- 23.2 Applicants that have not been empanelled may write to the Bank not later than 7 calendar days after the date of notification of the result of empanelment, to request the grounds on which they were not empanelled.

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

### A. General

<b>ITA 2.1</b>	<p>The identification of the Invitation for Empanelment (IFE) is:</p> <p><b>Construction-03</b></p> <p>The Bank is:  Export-Import Bank of India  Lines of Credit Group  Office Block, Tower 1, 7th Floor,  Adjacent Ring Road, Kidwai Nagar (East) ,  New Delhi 110023  Tel : +91 11- 2460-7700  Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a>  Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></p>
<b>ITA 4.3</b>	<p><b>The JV shall comprise not more than 4 members including the lead partner.</b></p> <p>The Letter of Intent to enter into a JV or JV agreement should contain, inter alia, the following:</p> <ul style="list-style-type: none"> <li>- Names of the Lead Partner and each of the other members</li> <li>- Confirmation of Joint and Several Liability of all members of the JV</li> </ul>
<b>ITA 4.6</b>	<p>A list of debarred firms and individuals by:</p> <p>the World Bank is available on the website: <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></p> <p>the Asian Development Bank is available on the website:  <a href="http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999">http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999</a></p> <p>the African Development Bank is available on the website:  <a href="http://www.afdb.org/en/projects-and-operations/procurement/debarment-and-sanctions-procedures/">http://www.afdb.org/en/projects-and-operations/procurement/debarment-and-sanctions-procedures/</a></p> <p>the European Bank for Reconstruction and Development is available on the website: <a href="http://www.ebrd.com/pages/about/integrity/list.shtml">http://www.ebrd.com/pages/about/integrity/list.shtml</a></p> <p>the Inter-American Development Bank is available on the website:  <a href="http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html">http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html</a></p>
<b>B. Contents of the Application Document</b>	

ITA 6.1	<p>For <b>clarification purposes</b>, the Bank's address is:</p> <p><b>Mrs. Amita Dang</b> Assistant General Manager Export-Import Bank of India Lines of Credit Group Office Block, Tower 1, 7th Floor, Adjacent Ring Road, Kidwai Nagar (East) , New Delhi 110023 Tel : +91 11- 2460-7700 Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a></p>																											
<b>C. Preparation, Submission &amp; Opening of Applications</b>																												
ITA 10.1 (d)	<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 copy (self attested) of relevant Board Resolutions or equivalent documents.</p>																											
ITA 13.2	<p>The source for determining exchange rates is:</p> <p>For conversion of foreign currency / Indian rupees (INR) to US Dollar, the Applicants shall use the Reference Rates of Foreign Currency published by Reserve Bank of India (<a href="http://www.rbi.org.in">www.rbi.org.in</a>)</p> <p>In case a particular currency rate is not published by Reserve Bank of India, 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>31-Mar-18</td><td>65.0441</td><td>0.0154</td></tr></table>		USD 1 = INR	1 INR = USD	31-Mar-11	44.6500	0.0224	31-Mar-12	51.1565	0.0195	31-Mar-13	54.3893	0.0184	31-Mar-14	60.0998	0.0166	31-Mar-15	62.5908	0.0160	31-Mar-16	66.3329	0.0151	31-Mar-17	64.8386	0.0154	31-Mar-18	65.0441	0.0154
	USD 1 = INR	1 INR = USD																										
31-Mar-11	44.6500	0.0224																										
31-Mar-12	51.1565	0.0195																										
31-Mar-13	54.3893	0.0184																										
31-Mar-14	60.0998	0.0166																										
31-Mar-15	62.5908	0.0160																										
31-Mar-16	66.3329	0.0151																										
31-Mar-17	64.8386	0.0154																										
31-Mar-18	65.0441	0.0154																										



<b>ITA 14.2</b>	<p>In addition to one original in physical form</p> <p>one (1) copy in digital –in USB flash/ pen drive shall also be submitted.</p> <p>The empanelment application document 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>
<b>ITA 16.1</b>	<p>For <b>application submission purposes only</b>, the Bank's address is:</p> <p>Bank's address is the same as that indicated in ITA 2.1</p> <p>Attention: <b>Mrs. Amita Dang , Assistant General Manager, Lines of Credit Group</b></p> <p>Applications shall be accepted on all Bank working days during working hours.</p>

# Part IV. Empanelment Criteria and Requirements

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

## Contents

- A. General .....19
- B. Past Contract Performance and Litigation.....20
- C. Financial Status and Capacity .....21
- D. Experience.....22
- E. Quality Assurance .....23

## A. General

A.1 Nationality	
Requirement	<ul style="list-style-type: none"> <li>➤ The Applicant's Nationality shall be in accordance with ITA 4.4</li> <li>➤ Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted	Form A.1.1 and A.1.2
Attachments to be submitted	<ul style="list-style-type: none"> <li>➤ Articles and Memorandum of Association, Certificate of Incorporation /Partnership Deed 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>

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

	with respective shareholding and nationality of shareholders ○ DIN (Director's Identification No.) for each of the directors
--	---

## B. Past Contract Performance and Litigation

B.1 Past Contract Non-performance	
Requirement:	<ul style="list-style-type: none"> <li>➤ There shall be no instance of contract<sup>1</sup> non-performance as a result of contractor's default for the <b>last 5 years</b> (reckoned from the month preceding the month in which the Application was submitted)</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.2 Pending Contract Litigation	
Requirement:	<ul style="list-style-type: none"> <li>➤ Applicant shall have a positive* adjusted net worth determined as per the financial statements for the most recent audited financial year and the contractual litigation value as considered below net of provision made therein:             <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 will 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: Networth – [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

<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.

B.3 Contract Litigation History	
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, during the last 5 year period (reckoned from the month preceding the month in which the Application was submitted), shall not exceed 25% of the net worth as per the latest audited financial statements.</li> <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 5 years 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 during each of the last five years; and</li> <li>b) Profit (i.e. profit before tax) for at least 2 out of last 5 years.</li> </ul> <p>In case of JVCA, requirement (a) and (b) above shall be met by each member.</p> <p>(ii) The Applicant shall submit statement of Credit Facilities sanctioned, availed and unutilized limits that are in force (including Source, Purpose, Amount, Validity Period)</p> <p>(iii) Banker's confirmation for availability of limits may be submitted.</p> <p>(iv) The Applicant shall also demonstrate the arrangement for financial means for likely future commitments through:</p> <ul style="list-style-type: none"> <li>➤ additional financial means of 20% of the Average Annual Turnover through Construction works or additional 50% of the existing funded facilities, whichever is lower.</li> </ul> <p>(v) Documentation and Attachments to be submitted as mentioned below</p>
Documentation to be submitted:	Form C.1.1 and Form C.1.2 both to be certified by the

<sup>2</sup>The Applicant 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.

	statutory auditor of the Applicant (in case of JV, for each member of the JV)
Attachments to be submitted:	<p>(i) The Applicant shall provide copies of audited financial statements for last <b>five</b> years (in case of JV, each member). The financial statements shall:</p> <ul style="list-style-type: none"> <li>➤ reflect the financial situation of the Applicant or in case of JV for each member, and not an affiliated entity (such as parent company or promoter or group member).</li> <li>➤ be independently audited and certified by the Statutory Auditor in accordance with applicable legislation.</li> <li>➤ be complete, including cash flow statements and all notes to the financial statements.</li> <li>➤ correspond to accounting periods already completed and audited.</li> </ul> <p>(ii) Supporting documents for additional financial means for likely future commitments</p>

C.2 Value of ongoing contracts	
Requirement	<ul style="list-style-type: none"> <li>➤ Aggregate annual residual value<sup>3</sup> of all ongoing contracts shall not be more than 350% of the highest annual turnover in the last 5 years. In case of JV, this shall apply to each member.</li> <li>➤ Documentation and Attachments to be submitted as mentioned below.</li> </ul>
Documentation to be submitted:	Form C.2.1 to be certified by Statutory Auditor
Attachments to be submitted:	<ul style="list-style-type: none"> <li>➤ Contract-wise Statement of Non-funded Facilities (such as Bank Guarantees) availed for execution of contracts (including Contract Title, Source/ Bank, Purpose, Amount, Validity Period)</li> </ul>

## D. Experience

D.1 General Experience	
Requirement:	<ul style="list-style-type: none"> <li>➤ Construction experience in the role of prime contractor, or JV member, or sub-contractor in <b>India</b> during the last <b>7</b> years (reckoned from the month preceding the month in which the Application was submitted).</li> <li>➤ Documentation and Attachments to be submitted as mentioned below.</li> </ul>

<sup>3</sup>Exchange rate prevalent as on the last date of the month preceding the month in which the Application was submitted, shall apply to ascertain residual value in equivalent USD.

Documentation to be submitted:	Form D.1.1 (to be prepared separately for experience in India and 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	<b>(to be submitted separately for each Sector listed in Part I – General Scope)</b>
Requirement:	<ul style="list-style-type: none"> <li>➤ <b>At least 2 (two)</b> similar<sup>4</sup> contracts (i.e. Construction Contracts) that have been satisfactorily completed as a prime contractor, or joint venture member<sup>5</sup>, or sub-contractor in <b>last 7 years</b> (reckoned from the month preceding the month in which the Application was submitted)</li> <li>➤ Documentation and Attachments to be submitted as mentioned below.</li> </ul>
Documentation to be submitted:	Form D.2.1
Attachments to be submitted:	<ul style="list-style-type: none"> <li>➤ Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract listed in Form D.2.1</li> <li>➤ Sector-wise Statement in the format of Form D.2.1 for all similar works contracts for the sectors applied for, with separate Form D.2.1 filled for each contract.</li> </ul>

## E. Quality Assurance

### Inadequacies in Applications may lead to conditional empanelment

E.1 Certified Management System	
Requirement:	ISO Accreditation /Certified Management System. In case of JV, for each member.
Documentation to be submitted:	Form E.1.1
Attachments to be submitted:	<ul style="list-style-type: none"> <li>➤ Self attested copy of ISO Accreditation / Management System Certificate valid as on the date of submission of application</li> </ul>
E.2 Equipment	

<sup>4</sup>The similarity shall be based on the sectoral characteristics for works executed under sectors described in Part I, General Scope or any other sector and shall list out attributes such as value, physical size, capacity, complexity, methods/technology, etc.

<sup>5</sup>For contracts under which the Applicant participated as a Joint Venture member or Sub-Contractor, only the Applicant's share, by value, shall be considered.

Requirement:	Information on ownership and/or long term lease of equipment. In case of JV, on a combined basis.
Documentation to be submitted:	Form E.2.1
Attachments to be submitted:	Self attestation of Form E.2.1

E.3 Skilled Human Resources	
Requirement:	Information on Skilled Human Resources on the rolls of the Applicant. In case of JV, on a combined basis.
Documentation to be submitted:	Form E.3.1
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



# Part V. Forms

## Table of Forms

Application Submission Form .....	26
Applicant Information Form .....	27
Applicant's/JV Member's Information Form .....	28
Past Contract Non-Performance, Pending Litigation and Litigation History .....	29
Financial Status and Capacity .....	32
Annual Construction Turnover .....	34
All Ongoing Contracts .....	35
General Experience .....	36
Specific Construction Experience .....	38
Certified Management System .....	39
Contractor's Equipment Details .....	40
Skilled Human Resources .....	41

# Application Submission Form

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

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

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

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

- (a) We have examined and have no reservations to the Application Document, including Corrigenda thereto in accordance with Instructions to Applicants (ITA) 7.
- (b) We meet the eligibility requirements as stated in ITA 4.1 and we have not been currently debarred/ sanctioned in accordance with ITA 4.5;
- (c) We confirm that we are currently not in default under any loan from 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 appears in ECGC Specific Approval List, RBI Negative List and CIBIL Defaulter List, any other negative list of Central and State Government Agencies, updated from time-to-time. On being included in any of the above lists, we shall immediately inform Exim Bank on the inclusion and reason for inclusion thereof, in accordance with ITA 4.7;
- (d) We understand that you may cancel the empanelment process at any time and that you are neither bound to accept any Application that you may receive nor to invite the empanelled Applicants to bid for subsequent contract(s) subject to this empanelment process, without incurring any liability to the Applicants, in accordance with ITA 21.1.
- (e) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief. We understand that misrepresentation of facts in our Application and contravention to ITA 3, inter alia, may lead to rejection of our Application/ cancellation of empanelment.

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

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

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

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

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

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

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

## Form A.1.1

### Applicant Information Form

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

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

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

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

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

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

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

## Form A.1.2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Form C.1.1

### Financial Status and Capacity

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

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

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

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

#### 1. Financial data

Type of Financial information	Historic information for previous 5 Years (Amount in Indian Rupees)				
	<i>[Insert Year 1]</i>	<i>[Insert Year 2]</i>	<i>[Insert Year 3]</i>	<i>[Insert Year 4]</i>	<i>[Insert Year 5]</i>
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Net Worth (NW)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					
Cash Flow from Investments					
Cash Flow from Financing Activities					

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



## 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 (A) works currently in progress and (B) future contract commitments.

(A) Sources of Finance in accordance with C.1 (ii) of Part IV

No.	Sources of finance	Amount (INR)
1		
2		
3		

(B) Sources of Finance to Meet the Cash Flow Requirements for Future Contract Commitments

No.	Sources of finance	Amount (INR)
1		
2		
3		

## 3. Financial documents

The Applicant and its parties shall provide copies of audited financial statements for last five years pursuant to Part IV, Empanelment 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 an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including cash flow statements and all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of audited financial statements for the **five** years required above; and complying with the requirements

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

## Form C.1.2

### Annual Construction 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]*

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

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

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

Annual Turnover Data							
Year	Construction Turnover Amount (INR lakhs)			Total Turnover (INR lakhs)	Construction Turnover as % of total Turnover	Exchange rate*	Construction Turnover in USD equivalent
	Contracts in India	Overseas Contracts	Total Construction Turnover				
	[A]	[B]	[C=A+B]	[D]	[E=C/D*100]	[F]	[G=C/F]
<i>[insert Year 1]</i>							
<i>[insert Year 2]</i>							
<i>[insert Year 3]</i>							
<i>[insert Year 4]</i>							
<i>[insert Year 5]</i>							

\*Refer ITA 13 for source of exchange rate. Exchange rate prevalent on 31<sup>st</sup> March shall be used to calculate turnover for respective financial year.

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

## Form C.2.1

### All Ongoing Contracts

*[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]*

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

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

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

Contract Identification	Role of Applicant	Start Date	Contractual Completion Date	Intended/ Revised Completion Date	Residual Period for Completion	Residual Value of Work	Annual Residual Value of Work
1	2	3	4	5	6	7	8
Contract Ref:  Brief Title of the works:  Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i>  Name & Address of Employer:	<i>[insert "Prime Contractor" or "JV Member" or "Sub-Contractor"]</i>				<i>[Insert period in years starting from application submission date. In case less than a year, value to be considered shall be 1.]</i>	<i>[Insert value in US\$ equivalent including amount billed but pending payment up to last date of the month preceding the month of submission of Application]</i>	<i>[Insert value in US\$ equivalent] [7 divided by 6]</i>
							<i>[Insert Total for all Contracts]</i>

\*Exchange rate prevalent as on the last date of the month preceding the month in which the Application was submitted, shall apply to ascertain residual value in equivalent USD.

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

## Form D.1.1

### General Experience

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

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

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

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

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

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

*[Identify contracts that demonstrate continuous design engineering/construction/EPC/Turnkey work over the past 7 years pursuant to Part IV, Empanelment Criteria and Requirements, Sub-Factor D.1. List contracts chronologically, according to their commencement (starting) dates, where applicable.]*

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

#### 1. Experience within India

Contract Identification	Start Date	Initial Contractual End Date	Actual Completion Date and Reasons for Delay, if any	Role of Applicant
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>[insert "Prime Contractor" or "JV Member" or "Sub-Contractor"]</i>

\* Refer ITA 13 for date and source of exchange rate.

Final Acceptance Certificate/Completion Certificate/Testimonial Letters issued by the employer to be attached for each contract, in an orderly manner. Failure to comply with this requirement may result in rejection of the Application.

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

## 2. Experience outside India

Contract Identification	Country of Work Execution	Start Date	Initial Contractual End Date	Actual Completion Date and Reasons for Delay, if any	Role of Applicant
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>[indicate date as dd/mm/yyyy]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-Contractor"]</i>

\* Refer ITA 13 for date and source of exchange rate.

Final Acceptance Certificate/Completion Certificate/Testimonial Letters issued by the employer to be attached for each contract, in an orderly manner. Failure to comply with this requirement may result in rejection of the Application.

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

## Form D.2.1

### Specific Construction Experience

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

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

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

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

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

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

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

Construction Contract No.	<i>[insert number] of [insert number of similar contracts being submitted]</i>		
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Contract date	<i>[dd/mmm/yyyy]</i>		
Completion date	<i>Contractual: [dd/mmm/yyyy]</i>	<i>Actual: [dd/mmm/yyyy]</i>	
Role in Construction Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Sub-Contractor <input type="checkbox"/>
Total Contract Amount as Construction Contractor	<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 or sub contractor, specify participation in total Contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>
Employer Details	Employer's Name: Address: Telephone, fax number, E-mail:		
Description of the similarity in accordance with Sub-Factor D.2 of Part IV:	<i>[Name the Sector/ Sub-sector]</i> <i>[Briefly mention the similarity in terms of sectoral characteristics]</i>		
<b>For the above contract, mention the following attributes</b>			
1. Capacity/ Physical size of key works items	<i>[insert capacity/ physical size of key work items]</i>		
2. Complexity	<i>[insert description of complexity]</i>		
3. Methods/ Technology	<i>[insert specific aspects of the methods/ technology involved in the contract]</i>		
4. Rate of execution for key items	<i>[insert execution rates for key items]</i>		
5. Other Characteristics	<i>[insert other characteristics as appropriate]</i>		

**Note:**

(i) In case of role as Sub-Contractor, the contract scope, date, value and all other details shall correspond to the "Sub-Contract".

(ii) Final Acceptance Certificate/Completion Certificate/Testimonial Letters issued by the employer to be attached for each contract, in an orderly manner. Failure to comply with this requirement may result in rejection of the Application.

(iii) Rate implies the quantity executed in unit time e.g. cubic metres of earthwork per annum, etc.

\* Refer ITA 13 for date and source of exchange rate.

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

## Form E.1.1

### Certified Management System

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

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

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

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

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

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

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

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

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

## Form E.2.1

### Contractor's Equipment Details

*[In case of JVCA, this form shall be submitted on a combined basis]*

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

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

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

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

<b>Equipment Type</b>	<b>Make/ Model</b>	<b>Capacity</b>	<b>Number</b>	<b>If owned, date of purchase</b>	<b>If leased, valid up to</b>
<i>[mention the generic name/ type of equipment]</i>	<i>[indicate make/ model of equipment]</i>	<i>[indicate capacity of equipment]</i>	<i>[indicate number available]</i>	<i>[dd/mm/yyyy]</i>	<i>[dd/mm/yyyy]</i>

Above Form shall be self-attested.

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



## Form E.3.1

### Skilled Human Resources

*[Furnish details for key staff pursuant to Part IV, Empanelment Criteria and Requirements, Sub-Factor E.3. In case of JVCA, this shall be on a combined basis]*

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

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

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

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

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

CV of each key staff listed in Form E.3.1 to be attached as per the attached format.

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

## Curriculum Vitae (CV)

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

1	Proposed Position	:	<i>[e.g. Team leader]</i>																								
2	Name of the Firm	:																									
3	Name of the Expert	:	<i>[Full Name]</i>																								
4	Current Designation in the Firm	:																									
5	Date of Birth	:	<i>[day/month/year]</i>																								
6	Complete Personal Contact Details	:	Tel. No.: Mobile No.: Email:																								
7	Education	:	<i>[List college/university or other specialised education, giving names of education institutions, dates attended, degree(s)/diploma(s) obtained.]</i>																								
8	Membership in Professional Associations	:																									
9	Other Training	:																									
10	Countries of Work Experience	:																									
11	Languages known (Including foreign languages) with proficiency level (Good, Fair, Basic)	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Language</th> <th style="width: 25%;">Speaking</th> <th style="width: 25%;">Reading</th> <th style="width: 25%;">Writing</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Language	Speaking	Reading	Writing																				
Language	Speaking	Reading	Writing																								
12	Employment Record <i>[Starting with present position]</i>	:																									
13	Detailed Tasks Assigned	:																									
14	Work Undertaken that Best Illustrates Capability to Handle The Tasks Proposed	:																									

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

## Part VI. Questionnaire for Applicants

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

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

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

*\*To confirm, print "Yes"*

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

### **Certificate of eligibility and authority to sign empanelment 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 IFE No *[insert IFE 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:

---

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

### Checklist for empanelment for CC

[Please confirm that below documents (**Self attested**) are enclosed before submitting the application.]

		Please (√) tick
1	<b>Application Submission Form</b>	
2	<b>Form A.1.1</b> Applicant Information Form	
3	<b>Form A.1.2</b> Applicant's/JV Member's Information Form	
	a) Articles and Memorandum of Association	
	b) Certificate of Incorporation / Partnership Deed of the Applicant (and each of the JV members) in accordance with ITA 4.4	
	c) In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.3 and documents as above for each member of the JV	
	d) A copy of Power of Attorney in favor of the person who has been authorized, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant. A copy of such relevant company Board Resolution or equivalent document should also be attached.	
	e) In case the Applicant is a JV, the Applicant shall submit a copy of Powers of Attorney for each member of the JV along with copy of relevant Board Resolutions or equivalent documents.	
4	For an Applicant as a single entity or in case of JV, for each member:	
	a) Legal structure (Pvt Ltd. co, LLP, proprietary, partnership, limited company, as applicable)	
	b) Capital structure	
	c) Details of promoters - PAN / Passport	
	d) Permanent Account Number (PAN):	
	e) GST Registration details, as applicable:	
	f) Copy of organizational chart :	
	g) List of Board of Directors with DIN (Director's Identification No.) for each of the directors	
	h) Beneficial ownership with respective shareholding and nationality of shareholders	
	i) Declaration that the Directors are not debarred / declared wilful defaulters	
5	<b>Form B.1.1</b> Non-Performed Contracts in accordance with Part IV Empanelment Criteria and Requirements-Documents establishing the details. Documents establishing details as mentioned in Form B.1.1, if any.	
6	<b>Form B.2.1</b> Pending Litigation, in accordance with Part IV, Empanelment Criteria and Requirements- Documents establishing details included in Form B.2.1. Documents establishing details as mentioned in Form B.2.1, if any.	
7	<b>Form B.3.1</b> Litigation History, in accordance with Part IV, Empanelment Criteria and Requirements- Documents establishing details included in Form B.3.1. Documents establishing details as mentioned in Form B.3.1, if any.	
8	<b>Form C.1.1</b> Financial Status and Capacity to be certified by the statutory auditor of the Applicant (in case of JV, for each member of the JV)	

	a) The audited balance sheets and profit & loss account/ annual report for the last 5 years	
	b) Statement of Credit Facilities sanctioned, availed and unutilized limits that are in force (including Source, Purpose, Amount, Validity Period). Sanction letters, letter from lead bank mentioning all the credit facility availed and are in force as on date.	
	c) Banker's confirmation for availability of limits may be submitted.	
	d) Letters from Banks/FIs/NBFCs demonstrating arrangement for financial means for likely future commitments through, as on a latest date:	
9	<b>Form C.1.2</b> Annual Construction Turnover to be certified by the statutory auditor of the Applicant (in case of JV, for each member of the JV)	
10	<b>Form C.2.1</b> Ongoing Contracts to be certified by Statutory Auditor	
11	<b>Form D.1.1</b> General Experience (to be prepared separately for experience in India and outside India)	
12	Final Acceptance Certificate/ Completion Certificate / Testimonial Letters issued by the employer for each contract listed in Form D.1.1	
13	<b>Form D.2.1</b> Specific Construction Experience to be prepared separately for experience in India and outside India.	
14	Final Acceptance Certificate (FAC)/ Completion Certificate (CC) / Testimonial Letters (TL) issued by the employer for each contract (at least 2 FAC/CC/TL)	
15	Sector-wise Statement in the format of Form D.2.1 for all similar works contracts for the sectors applied for, with separate Form D.2.1 filled for each contract.	
16	<b>Form E.1.1</b> Certified Management System (ISO Accreditation /Certified Management System. In case of JV, for each member.)	
17	<b>Form E.2.1</b> Contractor's Equipment Details (Information on ownership and/or long term lease of equipment. In case of JV, on a combined basis.)	
18	<b>Form E.3.1</b> Skilled Human Resources (Documents/ Tables/ Charts demonstrating availability of Skilled Human Resources, number of staff, areas of expertise, years of experience, countries of work experience)	
19	<b>Curriculum Vitae (CV):</b> <i>[CV of each skilled human resource to be furnished separately in the provided format] Please attached copy of the certificates.</i>	
21	<b>Questionnaire for Applicants</b>	
21	<b>Certificate of eligibility and authority to sign empanelment application</b>	
22	<b>Declaration:</b> There is no disciplinary proceedings underway in respect of the application with any multilateral or organization where in it may be debarred.	