

**Application Document**

**for**

**Prequalification for**

**I) Preparation of Detailed Project Report (DPR)**

**and**

**II) Project Management Consultant (PMC) for**

**Establishment of 10 Vocational Training Centers**

**and 4 Business Incubation Centers in The**

**Republic of Rwanda**

**Export-Import Bank of India**

**Date: December 28, 2017**

## INVITATION FOR PREQUALIFICATION FOR CONSULTANCY SERVICES FOR GOVERNMENT OF INDIA LINES OF CREDIT (LOC) PROJECTS

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 07, 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 of the above, the Bank invites applications from eligible Indian entities for prequalification for a single Contract comprising a) preparation of the Detailed Project Report (DPR) and b) Project Management Consultants (PMC) for Establishment of 10 Vocational Training Centers and 4 Business Incubation Centers in Rwanda, under the Lines of Credit extended to the Government of the Republic of Rwanda.

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]	Exim Bank's GST No.	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, January 27, 2018 at the following address:

Ms. Meghana Joglekar  
Deputy General Manager  
Export-Import Bank of India  
Lines of Credit Group  
Maker Chambers IV, 8th Floor  
222 Nariman Point  
Mumbai 400021  
Ph: 022 – 2286 1566/1563

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

**Part I. Scope of Consultant Services**

This Part includes a summary description and other data on this prequalification process and of the prospective contract to be awarded 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 Consultant for**

**I) Preparation of Detailed Project Report (DPR)**

**and**

**II) Project Management Consultant (PMC)**

**for Establishment of 10 Vocational Training  
Centers and 4 Business Incubation Centers in The  
Republic of Rwanda**

**Invitation for Prequalification**

**No.: GOILOC-273/Rwanda/CS/08**

**Issued on: December 28, 2017**

## **Contents**

### **Application Document for Prequalification of Consultant**

<b>Part I</b>	<b>Scope of Consultant Services</b>	<b>6 - 13</b>
<b>Part II</b>	<b>Instructions to Applicants (ITA)</b>	<b>14 – 23</b>
<b>Part III</b>	<b>Data Sheet (DS) to ITA</b>	<b>24 – 28</b>
<b>Part IV</b>	<b>Prequalification Criteria and Requirements</b>	<b>29 – 38</b>
<b>Part V</b>	<b>Forms</b>	<b>39 – 54</b>
<b>Part VI</b>	<b>Questionnaire for Applicants</b>	<b>55 – 56</b>

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

The Export-Import Bank of India (Bank), on behalf of the Government of India has approved financing of a project for Establishment of 10 Vocational Training Centers and 4 Business Incubation Centers in Rwanda, under the Lines of Credit (LOC) extended to the Government of the Republic of Rwanda and a part of amount is allocated for preparation of DPR and PMC services, 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**

The Project Goals and Objectives are as follows:

1. The project is aimed at scaling-up and supporting ongoing efforts of Government of Rwanda (GOR) in improving quality of technical education and enhancing existing capabilities of the Institutions to become dynamic, demand-driven, quality conscious, efficient, forward looking and responsive to rapid economic and technological developments, occurring both at national and international levels. It will have a clear focus on outcomes to improve the overall quality of existing Technical and Vocational Education and Training (TVET) Program. The prime focus of the project will be broadly on Improving Quality and Relevance of Vocational Education by incorporating Institutional Development and Capacity Building, Monitoring & Evaluation and Project Management, by emphasizing on training as well as monitoring and evaluation techniques.
2. Strengthening the economy of the country through producing high quality skills for better Employability through technical education programs;
3. Scaling-up post basic education and demand-driven Research & Development and Innovation;
4. Establishing TVET Centers of Excellence ,
5. Training of Trainers for effective Teaching & skills delivering;
6. Enhancing Institutional and System Management effectiveness,

### **I] Project Design: The project is composed of the following components and sub – components.**

#### **Component – 1: Improving Quality of Education in selected Institutions:**

Sub – Component 1.1	Strengthening Institutions to improve learning Outcomes and Employability of Graduates.
Sub – Component 1.2	Research & Development and Innovation.

Sub – Sub – Component 1.2.1	Establishing TVET Centers of Excellence
Sub – Component 1.3	Training of Trainers Development for Effective Teaching

**Component – 2: Improving System management:**

Sub – Component 2.1: Capacity Building to Strengthen Management

Sub – Component 2.2: Project Management, Monitoring and Evaluation

**II] Project Implementation arrangements**

The implementation arrangement in the project shall be as follows:

1. The project will be a “Centrally Sponsored Scheme” for Institutions sponsored by Government of Rwanda and for Centrally Funded Institutions. It will be implemented by the Workforce Development Authority (WDA) in the Ministry of Education (MINEDUC), Government of Rwanda.
2. The project will be guided by Steering Committees (SCs) assisted by the Single Project Implementation Unit (SPIU) located in Workforce Development Authority (WDA).

**III] Phases of the project Execution**

**Phase 1**

- 1.1 Comprehensive project feasibility study, Resources allocation and costs estimations to define project implementation processes as well as mapping Vocational Courses in centres:
  - 1.1.1 Available technical competence industries for instant earning /employability;
  - 1.1.2 Local Skills : specialised in any sector as per the state;
  - 1.1.3 Manpower : Skilled/Semiskilled/ Trainable;
- 1.2 Identify industry sectors for the employability and hands on work experience:
  - 1.2.1 Industries in Export / In demand for the growth:
    - 1.2.1.1 Minerals
    - 1.2.1.2 Agriculture

## Part I. Scope of Consultant Services

### 1.2.2 Semi-Skilled Industries:

Agriculture/Textile/Cottage/forestry/Manufacturing

#### **Phase 2**

- To support the establishment of a more integrated TVET system through the construction of modern training and production workshops including equipment for 14 new VTCs.
- Identification of new course curricula for the centers to be developed as per the Labour Market needs.
- Training courses selections are as per nation growth and skills demand in the region

#### **Phase 3**

##### Execution and management

- The project will be implemented by the Workforce Development Authority (WDA) which is an autonomous institution under the Ministry of Education (MINEDUC). The WDA is governed by a Board of Directors who has strategic oversight over the TVET programme.
- The structure of WDA reflects two wings:
  1. Training wing for curricula development, training of trainers and assessment as well as quality assurance.
  2. Corporate Services takes up all administrative and financial matters.

#### **Cost Heads**

The project comprises the following major cost heads:

- Establishment of 10 VTCs including appropriate fully equipped Workshops and office furniture
- Establishment and equipment of 4 Business Incubation Centers including office furniture
- Sets of Consumables in every one of 10 VTCs & 4 Business Incubation Centers
- 1 set of Supplementary institutional developments & staff capacity Building in 10 VTC and 4 Business Incubation Center

#### **Details of Construction of one VTC**

<b>Heads</b>	<b>Details Heads</b>	<b>Area (Sqm)</b>
Administration block	- One headmaster office, Three dean offices, One secretary cum reception office - One staff room - Archives room	180
Classroom block	-Twelve Classrooms	930



## Part I. Scope of Consultant Services

	<ul style="list-style-type: none"> <li>-One smart classroom</li> <li>-One library</li> </ul>	
Three Workshops	<ul style="list-style-type: none"> <li>-Working space</li> <li>-Classroom</li> <li>-Storage</li> <li>-Office</li> <li>-Exhibition area</li> </ul>	1680
Two Dormitories	<ul style="list-style-type: none"> <li>-Sleeping area</li> <li>-washroom</li> </ul>	1180
Dinning cum kitchen block	<ul style="list-style-type: none"> <li>-Dining area</li> <li>-Cooking area</li> <li>-Storage</li> <li>-Butchery</li> </ul>	530
Staff Quarters	<ul style="list-style-type: none"> <li>-Sixteen bedroom</li> <li>-Eight living rooms</li> <li>-Eight kitchen area</li> </ul>	940
External Works	<ul style="list-style-type: none"> <li>-Roads &amp; parking</li> <li>Pathways</li> <li>-Gate and fencing</li> <li>-Landscaping and retaining walls</li> <li>-Storm water drainage</li> <li>-Flag post</li> </ul>	-

### Details of construction of one Business Incubation Centre

Heads	Details Heads	Area (Sqm)
Administration block	<ul style="list-style-type: none"> <li>-Exhibition / tradeshow</li> <li>-Offices (management, finance, HR, procurement, secretariat, planning, legal,</li> <li>-storage/ archives</li> <li>-Reception, marketing</li> <li>-cafeteria</li> </ul>	2029 (2 floor)

## Part I. Scope of Consultant Services

Three Workshops/Production area	-Working space, Production area -Storage, materials -storage, end products -Office	1680
External works	-Roads & parking Pathways -Gate and fencing -Landscaping and retaining walls -Storm water drainage -Flag post	-

### **IV] Description of Scope for Preparation of Detailed Project Report (DPR)**

The scope for Preparation of Detailed Project Report shall broadly include but not limited to the following:

The Consultant will be responsible for preparation of the DPR for Establishment of 10 Vocational Training Centers and 4 Business Incubation Centers in Rwanda.

The DPR should cover the following areas:

- The social, economic and technical rationale of the proposed project;
- A detailed cost break-up along with detailed justification under each head;
- Availability of land for the proposed project, as also, details of access/right of way to the site;
- Requirement and availability of raw materials and intermediate inputs as well as utilities like water, electricity etc.;
- Requirement and availability of skilled and unskilled manpower;
- Commitment from various Ministries of the host country for implementation of the project, such as tax exoneration, allotment of land, environmental clearances, security to Indian personnel, clearance of goods from Kigali Customs Clearance Offices and its transportation to the site.
- The DPR would need to evaluate the technical and financial sustainability plan of the proposed project, the developmental benefits arising from the project and the capability of the host Government to ensure smooth handling of the project post implementation.
- Environment impact, assessment and resettlement of populace (if necessary);

## Part I. Scope of Consultant Services

- Suitability of the proposed equipment and specifications thereof;
- Availability of the major project components from Indian entities, along with the names of established and reputed Indian suppliers;
- Financial and technical feasibility of the proposed project;
- Benefits to the country of domicile and the locality of the project;
- Any other specific requirements suggested by the Borrower during tendering stage;
- Any other comments or suggestions.

### **V] Description of Scope for Project Management Consultant (PMC) services**

- i) The Services of the PMC shall broadly include but not limited to the following:
- Tender Engineering, including Preparation of Technical Specifications, Tender documents;
  - Tender evaluation and recommendation of award of Engineering Procurement and Construction contract;
  - Technical assistance in finalization of BOQ;
  - Review of designs;
  - Inspection of materials at manufacturer's works before dispatch to site;
  - Supervision of civil works, and monitoring of implementation of the project;
  - Evaluation of operations and maintenance;
  - Post-commissioning stages of a project;
  - Any other specific requirements suggested by the Borrower during tendering stage;

### **B] Site and other Data**

Rwanda is located a few degrees south of the Equator, and is bordered by Uganda, Tanzania, Burundi and the Democratic Republic of the Congo. It occupies an area of 26,338 square kilometers (km<sup>2</sup>) and has a population of around 11 million.

The locations are identified on the premises of increasing access to TVET for all Rwandans. The locations listed here represent districts that currently have few TVET institutions and the secondary cities as key priorities for Business Incubation Centers.

Districts (Provinces)	TVET School	Business Incubation Center
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## Part I. Scope of Consultant Services

<b>Districts (Provinces)</b>	<b>TVET School</b>	<b>Business Incubation Center</b>
Nyarugenge (Kigali)	○ <b>Nyarugenge:</b> 1 TVET school	○ <b>Nyarugenge:</b> 1 Business Incubation Center
Gakenke and Burera (Northern)	○ <b>Gakenke:</b> 1 TVET school ○ <b>Burera:</b> 1 TVET school	
Nyamasheke and Rubavu (Western)	○ <b>Nyamasheke:</b> 1 TVET school	○ <b>Rubavu:</b> 1 Business Incubation Center
Nyagatare, Kirehe, Kayonza and Gatsibo (Eastern)	○ <b>Gatsibo:</b> 1 TVET school ○ <b>Kayonza:</b> 1 TVET schools ○ <b>Rwamagana :</b> 1 TVET schools ○ <b>Kirehe:</b> 1 TVET school ○ <b>Nyagatare:</b> 1 TVET school	○ <b>Nyagatare:</b> 1 Business Incubation Center
Nyanza and Huye (Southern)	○ <b>Nyanza:</b> 1 TVET school	○ <b>Huye:</b> 1 Business Incubation Center

### Priority Skill Training Areas arranged by Province

<b>IPRC NORTH</b>	<b>IPRC SOUTH</b>	<b>IPRC EAST</b>	<b>IPRC WEST</b>	<b>IPRC KIGALI</b>
Technical Servicing Sector	Technical Servicing Sector,	Hospitality & Tourism Sector	Hospitality & Tourism Sector	Technical Servicing Sector
Clean & Sustainable Energy Sector	Construction & Building Services Sector	Construction & Building Services Sector	Construction & Building Services Sector	Construction & Building Services Sector
Agriculture & Food Processing Sector, Hospitality, Tourism Building and Construction and	Manufacturing Sector Hospitality and Tourism	Agriculture & Food processing Sector	Clean & Sustainable Energy Sector	Manufacturing Sector Hospitality and Tourism
Arts , Crafting and Manufacturing	Arts , Crafting and Manufacturing	Arts , Crafting and Manufacturing	Arts , Crafting and Manufacturing	Arts , Crafting and Manufacturing

- Every VTC will attain an annual enrollment of 400 trainees who are expected to conclude their training in an average of 12 months.

## Part I. Scope of Consultant Services

- Every VTC is expected to train in shifts and there will be alternation between every teaching in classroom and workshop.
- Intervention into every VTC will include Supplementary developments that will entail:
  - Construction and rehabilitation for administration buildings, dormitories, teachers housing; boundary walls, dining & Kitchen facilities;
  - Infrastructure and;
  - Capacity building for management and trainers;
- In order to develop the CBT curricula and their requisite training modules it will be important to ensure that they are based on acceptable occupational standards and linked to level descriptors in the Rwandan TVET Qualification Framework.
- Employers will be involved in this process to ensure that the occupational standards reflect the needs of the workplace.
- This will involve following established CBT curricula and CBA contents or assessment and certification requirements, including areas to be covered, the balance between mandatory and optional components, and the inclusion of employability or catalytically skills.

### **C] Consulting Service Period**

The Contract shall commence with the preparation of the Detailed Project Report (DPR) by the Consultant which will be completed within a period of 4 months. The Project Management Consultant's (PMC) role shall continue until the end of the EPC Contract. The total duration of the services (including preparation of the DPR) is expected to be twenty four (24) months.

### **D] GOI GUIDELINES**

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

## Part II. Instructions to Applicants (ITA)

### Table of Articles

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

## **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 Prequalification**

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 Consultant 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, collusive and/or fraudulent practices. It is strictly forbidden to the parties involved in the pre-qualification 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 pre-qualification 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 pre-qualification 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 by the Bank 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



## Part II. Instructions to Applicants (ITA)

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) and its account has been classified as Non-Performing Asset (NPA) with any Bank/Flor 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.

## 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. Scope of Consultant 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
- 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

## Part II. Instructions to Applicants (ITA)

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 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 7.
- 6.2 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 7.

### 7. Corrigendum of Application Document

- 7.1 At any time prior to the deadline for submission of Applications, the Bank may amend the Application Document by issuing a Corrigendum.
- 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.
- 7.3 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 16.2.

## 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

## Part II. Instructions to Applicants (ITA)

responsible or liable for those costs, regardless of the conduct or outcome of the prequalification 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 an Application Submission Form as provided in Part V (Forms). This Form must be completed without any alteration to its format.
- 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, 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 to this requirement 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 date of Invitation for Prequalification

## Part II. Instructions to Applicants (ITA)

(IFP) 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 31<sup>st</sup> 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.

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

- 15.1 The Applicant shall enclose the original 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 prequalification process indicated in the **DS** ITA 2.1.
- 15.2 The Bank will accept no responsibility for not processing any envelope that was not prepared as required in ITA 15.1 above.

### **16. Application Submission Deadline**

- 16.1 Applicants may either submit their Applications by mail or by hand. Unless otherwise specified in the **DS**, Applications submitted electronically shall not be admissible. Applications shall be received by the Bank at the address and no later than the deadline indicated in the **DS**.
- 16.2 The Bank may, at its discretion, extend the deadline for the submission of Applications by amending the Application Document in accordance with ITA 7.

**17. Late Applications**      17.1 Applications received after the deadline for submission of applications shall not be admissible, and if received, shall be returned unopened to the Applicant.

**18. Opening of Applications**      18.1 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**

**19. Evaluation to be Confidential**      19.1 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 25.

19.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 25, any Applicant who wishes to contact the Bank on any matter related to the prequalification process (except as specified in 20.1 below), may do so only in writing. Canvassing in any form will be grounds for disqualification.

**20. Clarifications during Evaluation**      20.1 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.

20.2 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.

**21. Determination of Responsiveness of Applications**      21.1 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 Prequalification of Applicants**

### **22. Evaluation of Applications**

- 22.1 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.
- 22.2 The qualification and experience of sub-consultant(s), if any, proposed by the Applicant will not be considered for evaluation of the Application.
- 22.3 Only the qualifications of the Applicant, in the capacity as prime consultant / member of JV to the main client, shall be considered. In particular, the qualifications of a parent or other affiliated company shall not be considered.
- 22.4 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.

### **23. Bank's Right to Accept or Reject Applications**

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

### **24. Prequalification of Applicants**

- 24.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Bank.

**25. Notification of  
Prequalification**

25.1 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.

25.2 Applicants that have not been prequalified 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 prequalified.

**26. Subsequent  
Invitation for Bids**

26.1 The Bank shall forward the list of prequalified firms to the Borrower for subsequent invitation of proposals.

Part III. Data Sheet (DS) to ITA	
A. General	
ITA 2.1	<p>The identification of the Invitation for Prequalification (IFP) is:  <b>GOILOC-273/Rwanda/CS-08</b></p> <p>The Bank is:  Export-Import Bank of India  Lines of Credit Group  Maker Chambers IV, 8th Floor  222 Nariman Point  Mumbai 400021  Ph: +91 – 22 – 2286 1566/1563  Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a>  Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></p>
ITA 4.3	<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 Consultants and non-prequalified Consultants or any other entity is not allowed subsequent to prequalification stage. No change in the ownership of JV and also percentage of share in JV is allowed subsequent to prequalification.</p>
ITA 4.6	<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>
<b>B. Contents of the Application Document</b>	
<b>ITA 6.1</b>	<p>For <b>clarification purposes</b>, the Bank's address is:</p> <p>Ms. Meghana Joglekar  Deputy General Manager  Export-Import Bank of India  Lines of Credit Group  Maker Chambers IV, 8<sup>th</sup> Floor  222 Nariman Point  Mumbai 400021  Fax: +91-22-2282 3394  Email: <a href="mailto:eximloc@eximbankindia.in">eximloc@eximbankindia.in</a>  Website: <a href="http://www.eximbankindia.in">www.eximbankindia.in</a></p>
<b>C. Preparation, Submission &amp; Opening of Applications</b>	

<p><b>ITA 10.1 (d)</b></p>	<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> <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  Contact Person: Ms. Alka Pillai  Mob: +91-9148982205  +91-9148998467  Email: <a href="mailto:pqsupport@bobeprocure.in">pqsupport@bobeprocure.in</a></p> <p><b>ii) <u>Off-line mode of Application</u></b>  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: 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 13.2	<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 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-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></table>		USD 1 = INR	1 INR = USD	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
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31-Mar-15	62.5908	0.0160																				
31-Mar-16	66.3329	0.0151																				
31-Mar-17	64.8386	0.0154																				
ITA 14.1	<p>Additionally, One (1) copy in digital – in USB flash/ pen drive shall also be submitted.</p> <p>The prequalification 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>																					
ITA 16.1	<p>Submission of Application is required in dual mode i.e. on-line as well as off-line as mentioned in ITA 10.1(d).</p> <p><b>The deadline for Application submission is:</b></p> <p><b>Date: January 27, 2018</b></p> <p><b>Time: 15.00 hrs</b></p> <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 2.1</p> <p><i>Attention: Ms. Meghana Joglekar, Deputy General Manager</i></p>
<b>ITA 18.1</b>	<p>The opening of the Applications shall be at the Bank's address as that indicated in 2.1</p> <p><b>Date: January 27, 2018</b></p> <p><b>Time: 17.00 hrs</b></p>

## **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>30</b>
<b>B.</b>	<b>Past Contract Performance and Litigation</b>	<b>31</b>
<b>C.</b>	<b>Financial Status and Capacity</b>	<b>33</b>
<b>D.</b>	<b>Experience</b>	<b>34</b>
<b>E.</b>	<b>Quality Assurance</b>	<b>36</b>

## 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 &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>

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 Power of Attorneys 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>○ Permanent Account Number (PAN): Self attested copy</li> <li>○ GST Registration details, as applicable: Self attested copy</li> <li>○ Documentary proof for being on the approved list of Project Exports Promotion Council of India - PEPC (MOCI).</li> </ul> </li> </ul>

## 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 non-performance as a result of Applicant's default since <b>December 01, 2012</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.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 financial year (FY 2016-17) and the contractual litigation value as considered below net of provision made in the audited financial statements for FY 2016-17: <ul style="list-style-type: none"> <li>○ Litigation value shall be deemed to be 25% of the aggregate value 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

B.3 Contract Litigation History	
Requirement:	<ul style="list-style-type: none"> <li>• There shall be no consistent history of court/arbitration award decisions related to contractual litigation against the Applicant<sup>1</sup> since <b>December 01, 2012</b>. (in case of JV, each member shall meet the requirement)</li> <li>• The aggregate amount of awards against the Applicant, if any since <b>December 01, 2012</b>, shall not exceed 25% of net worth as per the latest financial statements. (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.3.1
Attachments to be submitted:	Documents establishing details included in Form B.3.1

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<sup>1</sup> The Applicant (each member in case of 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. A consistent history of awards against the Applicant (or any member in case of JV) may result in failure of the application.



### 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 2014-15 to FY 2016-17) 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) financial years defined above;</li> <li>b) Positive profit (i.e. Profit Before Tax) for at least one (1) out of last three (3) financial years defined above and</li> <li>c) Annual Consultancy Revenue in any one of the last three (3) financial years defined above, be not less than <b>USD 0.41 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 10%, lead member shall meet 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:	Forms C.1.1 and Form C.1.2 both certified by the Statutory Auditor of the Applicant (in case of JV, for each member of the JV).
Attachments to be submitted:	<p>The Applicant and its parties shall provide copies of audited financial statements for <b>three</b> (3) financial years (FY 2014-15 to FY 2016-17). 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 group member).</li> <li>➤ be independently audited and certified by the Statutory Auditor/ Chartered Accountant in accordance with applicable legislation.</li> <li>➤ be complete, including all notes to the financial statements.</li> <li>➤ correspond to accounting periods already completed and audited.</li> </ul>

**D. Experience**

D.1 General Experience	
Requirement:	<ul style="list-style-type: none"> <li>Experience in preparation of DPRs in <b>India</b> during the last 7 years, starting <b>December 1, 2010</b></li> <li>Experience under PMC/ Lender's Engineer/ Owner's Engineer/ Supervision Engineer contracts in the role of prime Consultant, or JV member, in <b>India</b> during the last 7 years, starting <b>December 1, 2010</b>. (In case of JV, the requirement shall be met collectively)</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	In terms of experience in preparation of DPR and as a PMC (or together under PMC if DPR preparation was also included in the scope of PMC) for similar projects listed in Part I – Scope of Consultant Services																		
Requirement:	<p>(i) <b>At least the number and value of similar contracts as mentioned below</b>, that have been satisfactorily completed as a prime consultant, or joint venture member to the main client, between <b>December 01, 2010</b> and application submission deadline.</p> <table><tr><td></td><td><b>Nos. of Contracts</b></td><td><b>Value<sup>2</sup> of each Contract (USD million)</b></td></tr><tr><td>Option I</td><td>3</td><td>0.32</td></tr><tr><td colspan="3">OR</td></tr><tr><td>Option II</td><td>2</td><td>0.41</td></tr><tr><td colspan="3">OR</td></tr><tr><td>Option III</td><td>1</td><td>0.65</td></tr></table> <p>(ii) The above contracts should demonstrate experience in preparation of DPR/PMC work for Establishment of Educational/Training Institutions or similar facilities that has been satisfactorily completed as a prime consultant, or joint venture member to the main client, between <b>December 01,</b></p>		<b>Nos. of Contracts</b>	<b>Value<sup>2</sup> of each Contract (USD million)</b>	Option I	3	0.32	OR			Option II	2	0.41	OR			Option III	1	0.65
	<b>Nos. of Contracts</b>	<b>Value<sup>2</sup> of each Contract (USD million)</b>																	
Option I	3	0.32																	
OR																			
Option II	2	0.41																	
OR																			
Option III	1	0.65																	

<sup>2</sup> In case of contracts in INR, the exchange rate of 31<sup>st</sup> March of the FY in which the contract was signed, shall be used to arrive at the USD equivalent

Part IV. Prequalification Criteria and Requirements

	<p><b>2010</b> and application submission deadline.</p> <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>(iii) In addition, JVCA as a whole should collectively demonstrate experience of DPR preparation and PMC for similar projects (as mentioned above) in a single or multiple contracts.</p> <p>(iv) In case, completed project has been done as contractor as JV/ Consortium/ JVCA, credential for same shall be considered on basis of percentage share of bidder in that project.</p> <p>(v) Subcontractors' experience and resumes, if any, submitted with the Application, will not be taken into account in determining the Applicant's compliance.</p> <p>(vi) 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 pursuant to Requirements (i) and (ii) mentioned above.

**E. Quality Assurance (Total marks: 100. Minimum Passing Marks: 70)**

<b>E.1 Quality Management System</b>	<b>Total Marks: 25</b>
Requirement:	<ul style="list-style-type: none"> <li>Information on ISO Accreditation / Certified Quality Management System shall be considered (in case of JV, at least for lead consultant) in determining suitability to be prequalified in the following manner: <ul style="list-style-type: none"> <li>10 marks per certification (max 25 marks)</li> </ul> </li> <li>Documentation and Attachments to be submitted as mentioned below</li> </ul>
Documentation to be submitted:	Form E.1.1
Attachments to be submitted:	Self-attested copy of ISO Accreditation / Quality Management System Certificate valid as on the deadline for submission of application.

E.2 Skilled Human Resources	Total Marks: 75				
Requirement:	• Applicant must demonstrate that it can deploy personnel for the following tentative key positions, meeting the qualification and experience mentioned therein:				
	Sr No	No of staff	Key personnel	Minimum qualification	Minimum experience
	1	1	Team Leader/ Project Manager	Bachelor's degree in Architecture, Civil Engineering or Quantity Surveying and a Master's Degree in Construction Project Management	15 years of post-registration experience
	2	3	Architect	5-6 year professional Bachelor's degree in Architecture	10 years of post-registration experience
	3	1	Civil / Structural Engineer	4-5 year Bachelor's degree in Civil/Structur	10 years of post-registration experience

				al Engineering	
	4	1	Building Services Engineer (Sanitation, water reticulation, refrigeration & ventilation systems)	4-5 year Bachelor's degree in Mechanical Engineering or equivalent;	10 years of post-registration experience
	5	1	Electrical Engineer	4-5 year Bachelor's degree in Electrical engineering	10 years of post-registration experience
	6	1	Quantity Surveyor	4-5 year Bachelor's degree in Quantity Surveying or Building Economics;	10 years of post-registration experience
	7	1	Environment alist Engineer	4-5 year Bachelor's degree in environment al engineering	5 years of post-registration experience
	8	3	Draughtsman	A 2 to 3 year Diploma in Architecture	5 years of post-qualification experience;
	9	14	Clerk of Works	Diploma in Civil Engineering or Construction	10 years relevant of post-qualification experience;
<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 in the following manner: <ul style="list-style-type: none"> <li>10 marks per position (max 75 marks);</li> </ul> </li> <li>Representative short CVs of experts should be provided.</li> </ul>					

Part IV. Prequalification Criteria and Requirements

	<p>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;</p> <ul style="list-style-type: none"> <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.

## **Part V. Forms**

### **Table of Forms**

Application Submission Form	<b>40</b>
Applicant Information Form	<b>42</b>
Applicant's/ JV Member's Information Form	<b>43</b>
Past Contract Non-Performance, Pending Litigation and Litigation	<b>44</b>
Financial Status and Capacity	<b>47</b>
Annual Consultancy Turnover	<b>49</b>
General Experience	<b>50</b>
Specific Experience	<b>52</b>
Certified Management System	<b>53</b>
Skilled Human Resources	<b>54</b>

### **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 prequalified 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) 7: *[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 prequalified Applicants to bid for subsequent contract(s) subject to this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 23.1.
- (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]*



Part V. Forms

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]

### 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, 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

Applicant 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 JV Member's date of constitution: <i>[indicate date of constitution in dd/mm/yyyy]</i>
Applicant JV Member's legal address registered in India: <i>[insert street/ number/ town or city/ country]</i>
Applicant 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 Articles& 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 organizational chart, a list of Board of Directors, and the beneficial ownership.

\* 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

<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 as specified in Part IV, Prequalification Criteria and Requirements, Sub-Factor B.1.			
<input type="checkbox"/> Contract(s) not performed since the date as 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>

Form B.2.1				
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.				
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)	Amount of specific provision already made, if any
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: <i>[indicate complete contract name, number, date, value and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Employer" or "Consultant"]</i>  Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount in equivalent USD, exchange rate and its date]</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 equivalent USD, exchange rate and its 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

**1. Financial data**

Type of Financial information in	Historic information for previous three years		
	FY 2014-15	FY 2015-16	FY 2016-17
<b>Sources of Fund</b>			
Share Holder's Fund			
Loan Fund			
<b>Application of Fund</b>			
Fixed Assets			
Investments			
Net Current Assets			
(i) Current assets, loans and advances			
Less: (ii) Current liabilities & provisions			
Misc. exp. to the extent not W/Off or adjusted			
Profit and Loss Account			
<b>Networth</b>			
Networth			
<b>Information from Income Statement</b>			
Income			
Expenditure			
Profit/(Loss) Before Tax (PBT)			
Profit/(Loss) After Tax (PAT)			

## 2. Financial documents

The Applicant and its parties shall provide copies of audited financial statements for last five years [FY 2012-13 to FY 2016-17] 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 **five** 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.



**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

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

	<b>Annual Consultancy Turnover Data</b>						
<b>Year</b>	<b>Consultancy Revenue Amount (INR)</b>			<b>Total Turnover of the Applicant</b>	<b>Consultancy Turnover as % of Total Turnover</b>	<b>Exchange rate* (v/s USD)</b>	<b>USD equivalent</b>
	<b>Value of Consultancy Contracts executed in India</b>	<b>Value of Consultancy Contracts executed outside India</b>	<b>Total value of Consultancy Contracts executed</b>				
	[A]	[B]	C = [A+B]				
2014- 2015							
2015- 2016							
2016- 2017							

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

**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 experience 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/ mmm/ yyyy]</i>	<i>[indicate date as dd/ mmm/ yyyy]</i>		<i>[insert "Prime Consultant " or "JV Member"]</i>

\* Refer ITA 13 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/mm/yyyy]</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 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 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, pursuant to Part IV, Pre-qualification Criteria and Requirements, Sub-Factor D.2.]*

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	Contractual: <i>[dd/mmm/yyyy]</i>	Actual: <i>[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			
Total Staff Months by your firm			
Total Staff Months by Associate firm (if applicable)			

\* 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 fashion

### Form E.1.1

#### Certified Management System

*[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]*

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

Copy of ISO Certificate(s) to be attached with Form E.1.1

**Form E.2.1**

**Skilled Human Resources**

*[Furnish details for at least 5 key staff on rolls 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 rest of 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 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 firm's services for non-performance on a contract 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 (iii) to be responsible for the performance of the work executed by your firm (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 _____
9. 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 ____

*\* Note: To confirm, print "Yes"*

**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]* and Authorized Signatory

Date: