

**INVITATION FOR EXPRESSION OF INTEREST FOR**  
**CONTINUOUS EMPANELMENT OF PROJECT MANAGEMENT CONSULTANTS (PMC) FOR**  
**PROJECTS TO BE FUNDED UNDER LINES OF CREDIT (LOCs)**

The Export-Import Bank of India [hereafter Exim Bank, or the Bank], on behalf of the Government of India, 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. The Government of India has prescribed bidding, procurement and tendering procedures for these projects. Such projects are under 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 or Telecom infrastructure (IT Parks/Centres, Microwave Links, V-SAT Terminals, optical fibre networks);
- Irrigation (including micro/drip irrigation, canals, etc.);
- Mining and mining equipment
- Power Generation (thermal, hydro);
- Power transmission and distribution, including rural electrification;
- Railways (including track laying, route construction, signalling, locomotives and rolling stock);
- Renewable energy (including solar, wind, bio-gas);
- Roads and highways;
- Services such as software development;
- Water and sanitation (including desalination, water treatment and purification, storage and distribution).

The Government of India has also prescribed appointment of an independent Project Management Consultant through fair and transparent bidding for LOC projects where considered necessary by the Government of India / Exim Bank. The PMC scope of services would generally cover the design, bidding (including preparation of tender

documents and evaluation of bids), monitoring of implementation, evaluation of operations and maintenance, and post-commissioning stages of a project.

Exim Bank accordingly invites *Expressions of Interest (EOI)* from interested Indian consultancy firms for empanelment as Project Management Consultants. The objective will be to empanel at least 3 consultancy firms in each broad sector preferably. Consultancy firms may be empanelled for multiple sectors based on the EOIs submitted.

Interested firms may please apply (one signed original marked **ORIGINAL** and one electronic scanned copy) stating (*de minimis*) the following:

1. Details of the Firm	<ul style="list-style-type: none"> <li>• Year of incorporation;</li> <li>• Country of incorporation (only Indian firms are eligible);</li> <li>• Legal structure (proprietary, partnership, limited company, as applicable);</li> <li>• Capital structure;</li> <li>• Key shareholders / promoters.</li> </ul>
2. Financial parameters	<ul style="list-style-type: none"> <li>• Net Worth, Total Debt, Total Revenue, Segmental Revenue, Profit Before Tax, Cash flow from Operating Activities, for the past 5 years (FY 2012-13 to FY 2016-17) certified by the statutory auditors.</li> <li>• Copies of audited financial statements to be annexed.</li> </ul>
3. Track Record (separately for each broad sector applied for) (60% weightage)	<ul style="list-style-type: none"> <li>• List of major projects (national and international to be shown separately) in the sector of proposed application in the last five years;</li> <li>• Testimonial letters in respect of the 3 largest value projects/ assignments (in terms of fee received) over the last five years;</li> <li>• Brief details of any significant projects (national and international to be shown separately) prior to the five year period that the firm may wish to highlight.</li> <li>• List of major clients (and project brief, national and international to be shown separately) with particular focus on Government of India and multilaterals like the World Bank, Asian Development Bank, African Development Bank, Japan Bank for International Cooperation, Japan International Cooperation Agency, United Nations, etc.</li> <li>• Minimum Requirement (will fetch 30%): <ul style="list-style-type: none"> <li>◦ Experience in related field including as PMC during the last 5 financial years;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ At least one assignment as PMC in the last 5 years, as applicable, per sector applied for.</li> </ul>
4. Skill base (40% weightage)	<ul style="list-style-type: none"> <li>• Details of permanent experts should be provided along with CVs of the top 3 experts (sectorally). Details of such experts should be provided whose services are readily available to the Firm. CVs should incorporate qualifications, experience in the sector and should also list professional memberships / accreditations and knowledge of foreign languages, countries of work experience.</li> <li>• Minimum Requirements per CV (will fetch 20%): <ul style="list-style-type: none"> <li>○ Academic Qualifications: Graduate Engineer</li> <li>○ General Professional Experience: 10 years</li> <li>○ Specific Experience: 5 years with at least one similar assignment</li> <li>○ Language: Proficiency in English (Read, Write, Speak)</li> </ul> </li> </ul>

**Note:**

1. *In order to qualify for empanelment, a minimum score of 50% is essential.*
2. *Entities currently debarred/ blacklisted by any multilateral agency or any authority in India or elsewhere shall be ineligible to apply or be considered for empanelment.*
3. *Applicants should refer to IDEAS Guidelines dated 7<sup>th</sup> December 2015 for further information on GOI Guidelines on PMC and other relevant details.*

The criteria and weightages indicated are for the purpose of empanelment only. Specific evaluation criteria would be included in the Request for Proposal (RFP) for the evaluation / selection processes for specific assignment. The experts named by the empaneled firm in the EOI shall be available for executing specific assignments subsequently.

Interested Consultant firms may associate to enhance their qualifications. The association may be in the form of sub-consultancy or a Joint Venture (JV), in which case, all JV members shall be jointly and severally responsible for the contractual obligations. Associate firms (whether in JV or as Sub-consultant) shall furnish the information sought under (1) and (2) fully and under (4) shall contribute at least one relevant expert (either within the top 3 or as additional staff). A letter of association specifying nature of association (JV or Sub-Consultant) and details are to be provided for all associate members.

Completed Expressions of Interest (EOI), in required formats enclosed, should reach the Bank in a sealed cover containing one signed original and one electronic copy on USB drive. The sealed cover should be prominently marked as “***Expression of Interest: Project Management Consultants***”. EOI will be accepted by Exim Bank at the address mentioned below on all working days. EOI submissions at any other location or in any other format will not be accepted. The full address for submission of Expressions of Interest is:

Export-Import Bank of India  
8<sup>th</sup> Floor, Maker Chamber IV  
Nariman Point  
**Mumbai 400021**

Evaluation of the Expressions of Interest will be concluded by a Screening Committee as soon as possible thereafter. Canvassing in any form will be grounds for disqualification. The applications will be evaluated based on the parameters and criteria laid down in the document. After evaluation, the applicant will be advised of his empanelment or disqualification as the case may be.

It is clarified that the intention for the said empanelment process is to create a database of potential companies/entities (entity) having consultancy (Project Management Consultant) experience in a particular sector and participation in this empanelment exercise is not mandatory. The empanelment of any entity does not indicate any preference or priority for any project opportunity and in no way indicates award of the contract for the project nor does it endorse an empaneled company's technical, financial strengths or project execution capabilities. It is further clarified that for each project opportunity, a separate prequalification exercise will be carried out where both the empaneled and non-empaneled entities are equally eligible to apply.

Any questions or clarifications on the above may be addressed to:

Mrs. Trupti Mhatre  
Assistant General Manager  
Export-Import Bank of India  
8th Floor, Maker Chamber IV  
Nariman Point  
Mumbai 400021  
Tel.: 022 22861562  
Email: [eximloc@eximbankindia.in](mailto:eximloc@eximbankindia.in)

# Application Submission Form

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

To: *[insert full name of Bank]*

## **EMPANELMENT AS PROJECT MANAGEMENT CONSULTANT**

We, the undersigned, apply to be empanelled as Project Management Consultant in \_\_\_\_\_ Sector and declare that:

- (a) We have not been currently debarred/blacklisted by any multilateral agency or any authority in India or elsewhere;
- (b) We furnish details of (i) our organisation and our JV Member/s (delete if not applicable), (ii) Financial Status and Capacity, (iii) PMC assignments executed by us during the past 5 years from January 01, 2012 to December 31, 2016, (iv) Details of Certified Management System, and (v) Details of Skilled Human Resource experienced in undertaking project management consultancy assignments, in the attached forms prescribed by you;
- (c) We also furnish (vi) List of major projects (national and international to be shown separately) in the sector of interest for which it has acted as the PMC during the last five years; (vii) Testimonial letters in respect of the 3 largest value projects/ assignments (in terms of fee received) as PMC over the last five years; (viii) Brief details of any significant projects (national and international to be shown separately) prior to the five year period, if any; (ix) List of major clients (and project brief, national and international to be shown separately) with particular focus on Government of India and multilaterals like the World Bank, Asian Development Bank, African Development Bank, Japan Bank for International Cooperation, Japan International Cooperation Agency, United Nations, etc.; and (x) list of Banks/FIs in India with whom empanelled as the PMC. [to be submitted separately for the Applicant and for each member of a Joint Venture]
- (d) 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;
- (e) 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;
- (f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief. We understand that

misrepresentation of facts in our Application 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]

# Applicant Information Form

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

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

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 of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. 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. 3. Power of Attorney for authorised signatory along with Board resolution or similar document.

\* This empanelment process is open to only Indian entities.

# Applicant's/ JV Member's Information Form

*[The following form shall be completed separately to provide information relating to each JV member]*

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

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/mmm/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>
<ol style="list-style-type: none"><li>1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above.</li><li>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</li><li>3. Power of Attorney for authorised signatory along with Board resolution or similar document.</li></ol>

\* This empanelment process is open to only Indian entities.



# 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.]*

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

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

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

Financial Data of : *[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)				
	2012-13	2013-14	2014-15	2015-16	2016-17
Net Worth					
Total Debt					
Total Revenue					
Segmental Revenue					
Profit Before Tax					
Cash Flow from Operating Activities					

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

*[The following forms shall be completed separately to provide information relating to each JV member]*

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

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

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

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

Non-Performed Contracts during period under review (Last 5 years : FY 2012-13 to FY 2016-17)			
<input type="checkbox"/> Contract non-performance did not occur during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)			
<input type="checkbox"/> Contract(s) not performed during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)			
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, and any other identification]</i> Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

\* 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

<b>Pending Litigation during the period under review</b> <b>(Last 5 years : FY 2012-13 to FY 2016-17)</b>				
<input type="checkbox"/> No pending litigation during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)				
<input type="checkbox"/> Pending litigation listed below during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)				
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, and any other identification]</i>  Name of Purchaser: <i>[insert full name]</i>  Address of Purchaser: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</i>  Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>	<i>[insert amount in USD equivalent and specify exchange rate]</i>

\* 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

<b>Litigation History during the period under review</b> <b>(Last 5 years : FY 2012-13 to FY 2016-17)</b>			
<input type="checkbox"/> No litigation since 1 <sup>st</sup> April 2012 <input type="checkbox"/> Litigation Awards during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)			
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, and any other identification]</i>  Name of Purchaser: <i>[insert full name]</i>  Address of Purchaser: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</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]</i>

\* 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

# Specific PMC Experience

## During the last 5 years

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

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

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

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

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

Experience Data of : *[Insert name of JV leader or JV member/s]*

### Information

PMC Contract No.	<i>[insert number] of [insert number of similar contracts required]</i>		
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Contract date	<i>[dd/mmm/yyyy]</i>		
Completion date	<i>Contractual:</i>		<i>Actual: [dd/mmm/yyyy]</i>
Role in PMC Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Sub-consultant <input type="checkbox"/>
Total PMC Contract Amount	<i>[insert total contract amount in contract currency]</i>		US\$ <i>[insert Exchange rate and total contract amount in US\$ equivalent]*</i>
If member in a JV 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 PMC Contract :	<i>[Name the Sector/ Sub-sector]</i>  <i>[Briefly mention the similarity in terms of sectoral characteristics]</i>		

<b>For the above contract, mention the following attributes</b>	
1. Your responsibility as PMC	<i>[insert details of the role performed by you]</i>
2. Complexity	<i>[insert description of complexity]</i>
3. Methods/ Technology, if any	<i>[insert specific aspects of the methods/ technology involved in the contract]</i>
4. Any additional information or achievement in execution of the contract that you would like to mention	
5. Key staff deployed for the contract	

Enclosures:

1. **Separate form to be submitted for each PMC contract**
2. **Experience in India and outside India to be given separately.**
3. **Final Acceptance Certificate to be attached for each contract**

# Accreditation/Quality Certification

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

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

Self-attested copy of the Accreditation/Certificate valid as on the date to be attached

## Skilled Human Resources

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

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

CVs of each key staff to be attached.