

INVITATION FOR EXPRESSION OF INTEREST FOR
CONTINUOUS EMPANELMENT OF CONSULTANTS FOR PREPARATION AND/OR
EVALUATION OF DETAILED PROJECT REPORTS (DPRs) UNDER LINES OF CREDIT (LOC)
PROJECTS

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);
- Information Technology or Telecom infrastructure (IT Parks/Centres, Microwave Links, V-SAT Terminals, optical fibre networks);
- Civil construction (including housing, hospitals etc.);
- Fisheries (including pisciculture, cold storage);
- Industrial projects (sugar, cement, food processing, textile, automotive etc.);
- 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;
- Supply of vehicles (including trucks, buses, other commercial vehicles);
- Water and sanitation (including desalination, water treatment and purification, storage and distribution)
- Services such as software development.

After the Borrowing Government prepares a proposal indicating the project/goods and services it is interested in importing from India, a Detailed Project Report (DPR) or Feasibility Study is to be prepared and submitted to MEA and EXIM Bank. The DPR/Feasibility study would generally be prepared by an Indian company. In some cases, the borrowing government may prepare the DPR/Feasibility Study on its own. EXIM Bank is in the process of identifying well-qualified Consultancy firms to prepare

DPRs and also review and evaluate the DPRs and provide the Bank with an evaluation report.

The DPR/ Feasibility Study should cover the following areas:

- The social, economic and technical rationale of the proposed project;
- Identification of land for the proposed project, as well as details of access/right to way to the site.
- A detailed cost break-up along with detailed justification under each head.
- 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;
- Environment impact, assessment and resettlement of populace (if necessary);
- 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 comments or suggestions.

Exim Bank accordingly invites *Expressions of Interest (EOI)* from interested Indian Consultancy firms for empanelment of firms for preparation and also review and evaluation of DPRs. The objective will be to empanel at least 3 Consultancy firms in each broad sector preferably. Consultancy firms may be qualified in multiple sectors and may indicate their interest in being empaneled for:

- DPR preparation;
- DPR evaluation;
- Both preparation and evaluation of DPRs.

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

Details of the Firm	<ul style="list-style-type: none">• Year of incorporation;• Country of incorporation (only Indian firms are eligible);• Legal structure (proprietary, partnership, limited company, as applicable);• Capital structure;• Key shareholders / promoters.
Financial parameters	<ul style="list-style-type: none">• Revenue (segmental), EBITDA, PBT, PAT, annual cashflow from operations, net worth, total debt for the past 5 years (FY

	<p>2012-13 to FY 2016-17) (copies of audited financial statements to be annexed).</p> <ul style="list-style-type: none"> • Minimum Requirement (will fetch 7.5%): <ul style="list-style-type: none"> ○ Positive annual cash flow from operations for at least 3 out of last 5 years (certificate by statutory auditor to be attached); and • Positive operating profit for at least 3 out of last 5 years (certificate by statutory auditor to be attached).
Track Record (separately for each broad sector applied for) (60% weightage)	<ul style="list-style-type: none"> • List of major projects (national and international to be shown separately) in the sector of proposed application in the last five years; • Testimonial letters in respect of the 5 largest value projects/ assignments (in terms of fee received) over the last five years; • 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. • 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. • Minimum Requirement (will fetch 20%): <ul style="list-style-type: none"> ○ Experience in related field including DPR preparation / evaluation during the last 7 financial years; ○ At least one assignment in DPR preparation or evaluation in the last 7 years, as applicable, per sector applied for.
Methodology and Plan of Action (15% weightage)	Outline of methodology and plan of action, along with suggestions, if any.
Skill base (25% weightage)	<ul style="list-style-type: none"> • 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 for DPR preparation / evaluation. CVs should incorporate qualifications, experience in the sector and should also list professional memberships / accreditations

	<p>and knowledge of foreign languages, countries of work experience.</p> <ul style="list-style-type: none"> • Minimum Requirements per CV (will fetch 15%): <ul style="list-style-type: none"> ○ Academic Qualifications: Graduate ○ General Professional Experience: 10 years ○ Specific Experience: 5 years with at least one similar assignment ○ Language: Proficiency in English (Read, Write, Speak)
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Note:

1. *In order to qualify for empanelment, a minimum score of 50% is essential.*
2. *Those firms are eligible to apply who have not been blacklisted by Government of India or any State Government or any of the multilateral institutions. An undertaking to this effect shall be submitted by the Applicant failing which the Application would be liable for rejection.*
3. *Applicants should refer to IDEAS Guidelines dated 7th December 2015 for further information on DPR preparation / evaluation 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 a individual 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 meet the criteria (1) and (2) fully and under (5) 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.

The Applicants are hereby informed that in case an empaneled consultant undertakes the assignment for preparation of DPR or evaluation of DPR, such a consultant may not be able to participate in subsequent downstream contracts for goods, works and services in that project, in case the subsequent assignment specific Request for Proposal includes conflict of interest provisions.

Completed Expressions of Interest (EOI), in required formats enclosed, should reach the Bank in a sealed cover containing one signed original, one copy and one electronic copy on USB drive. The sealed cover should be prominently marked as “*Expression of Interest: Preparation / Evaluation of Detailed Project Reports*”. 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
8th 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 (DPR Preparation/Evaluation) 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 2286 1562
Email: eximloc@eximbankindia.in

Application Submission Form

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

To: *[insert full name of Bank]*

EMPANELMENT AS CONSULTANT FOR DPR PREPARATION/EVALUATION

We, the undersigned, apply to be empaneled as consultant for DPR Preparation/Evaluation 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) DPR 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 DPR 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 consultant during the last five years; (vii) Testimonial letters in respect of the 3 largest value projects/ assignments (in terms of fee received) as consultant 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 consultant.
[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 appears 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;
- (d) 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>
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.</p> <p>2. Included are the legal structure (proprietary, partnership, limited company, as applicable), capital structure, details of promoters, 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.</p> <p>3. Power of Attorney for authorised signatory along with Board resolution or similar document.</p>

* 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">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.2. Included are the legal structure (proprietary, partnership, limited company, as applicable), capital structure, details of promoters, 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.4. Letter of Association specifying nature of association (JV or Sub-Consultant) and details , for all associate members

* 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 auditors.]

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					

Copies of audited financial statements to be attached

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

Pending Litigation during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)				
<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

Litigation History during the period under review (Last 5 years : FY 2012-13 to FY 2016-17)			
<input type="checkbox"/> No litigation since 1 st 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: [indicate complete contract name, number, and any other identification] 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 Experience

During the last 5 years

[The following table shall be filled in separately for contracts executed as consultant for DPR Preparation/Evaluation 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]*

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 Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Sub-consultant <input type="checkbox"/>
Total Contract Amount as Consultant	<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 Contract :	<i>[Name the Sector/ Sub-sector]</i> <i>[Briefly mention the similarity in terms of sectoral characteristics]</i>		

For the above contract, mention the following attributes	
1. Your responsibility as Consultant	<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 contract as consultant.**
2. **Experience in India and outside India to be given separately.**
3. **Final Acceptance Certificate (FAC) 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, separately per Sector applied for]

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

CVs of each key staff to be attached in the attached format.

Curriculum Vitae (CV)

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

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