# **Application Document**

For Prequalification of Indian Consultancy firms

for

**Lot I:** Preparation of a Detailed Project Report (DPR)

and/or

Lot II: Project Management Consultant (PMC),

for Project "Construction of a new 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi".

> Export-Import Bank of India Date: June 30, 2020

#### INVITATION FOR PREQUALIFICATION OF CONSULTANTS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) AND/OR PROJECT MANAGEMENT CONSULTANTS (PMC) FOR GOVERNMENT OF INDIA LINE OF CREDIT (LOC) PROJECT

The Export-Import Bank of India [hereafter Exim Bank, or the Bank], on behalf of the Government of India (GOI), extends from time-to-time, concessional credit facilities under the Indian Development and Economic Assistance Scheme (IDEAS) to overseas governments/ their nominated agencies in developing countries for financing projects involving procurement of goods, civil works, consultancy and non-consultancy services to be contracted to Indian entities.

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

In pursuance to the above, the Bank invites Applications from eligible Indian Consultancy firms for appointment of:

Lot I) A Consultant for Preparation of a Detailed Project Report (DPR).

and/or

Lot II) Project Management Consultant (PMC)

for the Project "Construction of a new 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi".

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=""></applicant>	
[ii]	Reference number	GOILOC-299/Burundi/CS-31	
[iii]	Name of Beneficiary	Export-Import Bank of India	
[iv]	Beneficiary's Bank Name	AXIS BANK, CUFFE PARADE	
[v]	Account No.	447010200000268	
[vi]	IFSC Code	UTIB0000447	
[vii]	GST Number	27AAACE2769D1ZS	

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

Completed Applications (off line) in accordance with the provisions of the Application Document along with NEFT acknowledgement receipt should be delivered physically by 15:00 hours, July 30, 2020 at the following address: Ms. Amita Dang Assistant General Manager Export-Import Bank of India Office Block, Tower 1 7th Floor, Adjacent to Ring Road Kidwai Nagar [East], New Delhi – 110023 E-mail: <u>eximloc@eximbankindia.in</u> Website: <u>www.eximbankindia.in</u> This Application Document (AD) consists of the following Parts:

#### Part I. Scope of Consultancy Services

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

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

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

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

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

#### Part IV. Prequalification Criteria and Requirements

This Part specifies the criteria and requirements and the procedure to be used to determine how Applicants shall be prequalified and later to be invited to bid by the 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 Indian Consultancy firms

for

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

and/or

Lot II) Project Management Consultant (PMC)

for Project "Construction of a new 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi".

> Invitation for Prequalification No.: GOILOC-299/Burundi/CS - 31 Issued on: June 30, 2020

# <u>Contents</u> <u>Application Document for Prequalification of Consultancy Services</u>

Part I: Scope of Consultancy Services	7
Part III. Data Sheet (DS) to ITA	20
Part IV. Prequalification Criteria and Requirements	
Part V. Forms	34
Part VI. Questionnaire for Applicants	50

# Part I: Scope of Consultancy Services

The Export-Import Bank of India (Exim Bank or the Bank), on behalf of the Government of India (GOI), has approved financing of a project out of a Line of Credit extended to the Government of Republic of Burundi (GO-BDI) for "Construction of a 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi". A part of the LOC shall be utilized for preparation of Detailed Project Report (DPR) and for appointment of Project Management Consultant (PMC), for which Exim Bank now seeks applications for prequalification from eligible Indian Consultancy firms. Refer Part II ITA 4 for eligibility provisions.

# A] Background of the Project - Parliament Building & Ministerial Buildings

The Government of the Republic of Burundi has implemented the National Development Plan, which includes the objectives of relocating the political activities towards the center of the country, to Gitega, the Political Capital of Burundi. The Parliament Building will be the office of the President of Burundi and will have offices of all VVIPs.

The policy is accompanied by the Government's desire to house public services in public buildings. With this in mind, the Government of Burundi, wishes to construct a Parliament Building at NYABUTUTSI in Gitega, Burundi; as well as Ministerial buildings in Burundi. This will enable the Government of Burundi reduce public spending on rentals; and address the space constraints and financial burden of the Government of Burundi. Apart from addressing the space constraint and financial burden, this project will generate the creation of jobs.

# B] <u>Scope of work</u>

# i) Lot – I: Preparation of Detailed Project Report (DPR)

Preparation of Detailed Project Report (DPR) for construction of a 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi.

The scope for preparation of Detailed Project Report (DPR) for Lot – I, shall broadly include but not limited to the following:

- Assessment about the availability and type of land (rocky/ marshy/ waterlogged), details of access/ right of way to the site, in consultation with the local government officials;
- Associated Architectural and design laws of Burundi;
- Requirement and availability of suitable construction materials in the vicinity of project site, including availability of utilities like water, electricity, etc. as may be required by the EPC contractor during the construction phase of the contract;
- Requirement and availability of skilled and unskilled human resources in the region, as may be required during construction phase of the contract.

- Provisions of various departments of the Government of Burundi for implementation of the project, such as tax exoneration, allotment of land, environmental clearances, security to the Indian personnel, clearance of goods from the port authorities and its transportation to the site, etc., as an information to the prospective bidders.
- A report stating cost benefit analysis for various technologies/options (RCC Frame structure/pre-fabricated building/steel frame structure) available for constructing the Parliament Building and Ministerial Buildings.
- Availability of the major project components from Indian entities, along with the names of established and reputed Indian suppliers conforming to the requirement of 75% Indian Content. Attainability of the minimum Indian content of 75% value of the contract.
- The DPR consultant, while arriving at detailed cost estimates and breakup, should also mention about feasible transport routes for material from India and associated costs.
- > Exiting infrastructures available at site.
- Requirements in connection with EIA (Environment Impact Analysis) studies and applicable regulations, and environmental clearance/approvals.
- The DPR consultant would need to evaluate the technical and financial sustainability plan of the proposed project and the capability of the host Government to ensure smooth maintenance of the building post implementation.
- Operations and Maintenance (O&M) of Parliament Building and Ministerial Buildings, post-construction, will be a major component/concern. The DPR should clearly specify various O&M requirements including manpower requirement (skilled/semi-skilled/unskilled/technicians, etc.).
- > The Consultant will conduct site specific surveys;
  - Proposed number of rooms and seats for the parliament and proposed number of rooms for the ministerial buildings;
  - Any other specific requirements suggested by the Borrower during DPR preparation stage;

## II) Project Management Consultants (PMC) services;

Project Management Consultants services for construction of a 'Parliament Building' at NYABUTUTSI in Gitega, Burundi; and 'Ministerial Buildings' in Burundi. The PMC must closely work with the Local government officials.

The Project Management Consultants (PMC) services shall broadly include but not limited to the following:

#### Phase – I

- Tender Engineering, including Preparation of Technical Specifications, Tender documents;
- Assistance in Tender evaluation and recommendation of award of Engineering Procurement and Construction (EPC) contract;
- Review of designs;
- > Technical assistance in finalization of Bills of Quantities (BOQ);

## Phase - II

- Synchronization of shipments from India by EPC contractor in tandem with physical progress and site preparedness.
- Inspection of materials at manufacturer's works before dispatch to site;
- > Supervision of civil works, and monitoring of implementation of the project;
- Certification of work progress and invoices including the requirement of 75% Indian Content in each contract;
- Submission of Monthly, periodic Status report to project authority, Exim Bank, Indian Mission in Kampala and Ministry of External Affairs, Government of India.
- Evaluation of operations and maintenance;
- > Flagging of foreseen delays in the project on timely basis.
- Post-commissioning stages of a project;
- Any other specific requirements specified by the Borrower in tender documents.

Should the two projects viz. a) construction of Parliament building; and b) construction of Ministerial buildings; be located at different sites, the PMC consultant shall submit an undertaking before signing of the contract that separate and independent experts will be deployed by the consultant for each of the two projects, without any overlap.

All activities performed by the PMC must be approved by the local government officials.

# C] Contract execution period

**Lot** – **I**: Detailed Project Report (DPR) is expected to be prepared and submitted within a period of four (4) months from the date of award of the contract.

**Lot – II:** Project Management Consultants' (PMC) scope of work will commence after DPR is approved. The PMC service will commence from preparation of tender

documents until the end of the Defects Liability Period (DLP). The total duration of the contract is expected to be forty-two (42) months [twenty-four (24) months + eighteen (18) months of DLP].

During twenty-four (24) months, all important phases of construction will require the presence of local officials from the Ministry of Transport, Public work, Equipment and Territory development through the "Office Burundais de l'Urbanisme, de l'Habitat et de la Construction (OBUHA)"

## There shall be separate contracts for DPR and PMC.

# D] Project Authority

The "Office Burundais de l'Urbanisme, de l'Habitat et de la Construction (OBUHA)", Government of Burundi is the Project Authority for both the projects.

# E] Application

The Applicant may apply for a single lot, or both the lots.

# F] GOI Guidelines

As per the GOI guidelines, goods, works and services for minimum 75% of the 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 which are also available at:

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

# Part II. Instructions to Applicants [ITA]

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

# **Table of Articles**

#### 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 ("Applications") interested in submitting applications ("Applications") for prequalification as per the scope described in Part I, Scope of Consultancy Services and subject to the provisions of this Application Document.
- **3. Ethics Integrity and 3.1** The Bank requires Applicants to participate in this prequalification process with the highest standards of ethics and integrity. It is strictly forbidden to the parties involved in the prequalification process, by themselves or by a third party, to offer, ask or accept for itself or for a third party, financial or non-financial advantage or even direct or indirect promise or any other acts<sup>1</sup>, as offsets for prequalification or bidding or contract award and execution as applicable, if susceptible of being qualified as criminal unlawful acts in accordance with national laws of any party involved.
  - 3.2 In pursuance of ITA 3.1 above, Applicants shall permit the Bank to inspect all accounts, records and other documents relating to the submission of the Application, bid submission (in case prequalified), and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
  - 3.3 If, in accordance with the administrative procedures of the Bank, it is demonstrated that an Applicant in this prequalification process, or during the subsequent bidding for the contract(s) has violated the provisions stated in ITA 3.1 above, the Bank, inter alia,

<sup>&</sup>lt;sup>1</sup> These acts shall include, but not limited to, corrupt practice, fraudulent practice, collusive practice, coercive practice, obstructive practice, and conflict of interest.

- a. shall reject any Application for prequalification or proposal to award a contract in connection with the subsequent procurement process, as applicable; and/or
- declare an Applicant, temporarily b. may or permanently, ineligible to be awarded future contracts under Bank funding.
- 4. Eligibility **of** 4.1 This prequalification exercise is open to only Indian Applicants Applicants in accordance with the provisions of ITA 4.4. Any form of association by the Applicant with ineligible entities either during this pregualification 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 pregualification 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.
  - An Applicant may be a single entity or a combination of 4.3 entities in the form of a JV either existing or with the intent to enter into a JV supported by a letter of intent or JV Agreement 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 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 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 pregualification exercise is open to only Indian Applicants. An Applicant shall be deemed to be Indian if the Applicant is constituted, incorporated or registered, 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.
  - An Applicant that has been blacklisted/ debarred/ 4.5 sanctioned by any Multilateral Development Agency (MDA) or any authority in India or the borrowing country in accordance with extant rules and procedures, shall be ineligible to participate in the pregualification/ bidding process as applicable, during such period of time as the sanctioning authority shall have determined. In case the Applicant is blacklisted/ debarred/sanctioned post the prequalification process (i.e. including during bidding process and/or Project implementation phase), the

Applicant shall immediately inform Exim Bank of such blacklisting/ debarment/sanction and reasons thereof. This may lead to cancellation of prequalification / contract.

- 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 pregualified if (a) it is currently under default on any loan to any Bank/ Financial Institution (FI) and its account has been classified as Non-Performing Asset (NPA) as per Central Repository of Information on Large Credits (CRILC) database; and/or (b) its promoters/ directors appear in Negative List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed), Credit Information Bureau India Ltd. (CIBIL) Defaulter List and/or any other negative list of central and/or state government agencies, updated from time-to-time. On being included in any of the above lists post the pregualification process (i.e. including durina biddina process and/or Project implementation phase), the Applicant shall immediately inform Exim Bank on the inclusion and reasons thereof. This may lead to cancellation of pregualification / contract.
- 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** 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 Consultancy 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 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 7.1 At any time prior to the deadline for submission of Application Applications, the Bank may amend the Application Document 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 8.1 The Applicant shall bear all costs associated with the Application preparation and submission of its Application. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pregualification process.
- The Application documentation and printed literature that 9. Language 9.1 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.
- **Documents** 10.1 The Application shall comprise the following: 10. (a) Application Submission Form, in accordance with ITA constituting the Application 11.1;
  - (b) documentary evidence establishing the Applicant's

eligibility, in accordance with ITA 12.1;

- documentary evidence establishing the Applicant's (c) qualifications, in accordance with ITA 13; and
- any other document required as specified in the **DS**. (d)
- 11. **Application** 11.1 The Applicant shall complete an Application Submission Form as provided in Part V (Forms). This Form must be Submission Form completed without any alteration to its format.
- Documents 12.1 To establish its eligibility in accordance with ITA 4, the 12. Applicant shall complete the eligibility declarations in the **Evidencing the** Applicant's Application Submission Form and Forms A.1.1 and A.1.2, Eligibility included in Part V (Forms).
- **Documents** 13.1 To establish its qualifications in accordance with Part IV, 13. **Evidencing the** Pregualification Criteria and Requirements, the Applicant Applicant's shall provide the information requested in the **Qualifications** corresponding Forms included in Part V without any alteration to the format. Applicant shall also complete the Questionnaire included in Part VI without any alteration to the questions. Each Form included in Part V and the Questionnaire in Part VI shall be duly signed by the authorized representative of the Applicant. In case of JV, authorized representative of the respective member shall sign. Non-compliance with this clause may result in summary rejection of the Application.
  - 13.2Wherever a monetary amount is to be stated, Applicant should indicate the USD equivalent using the rate of exchange determined as follows:
    - (a) 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;
    - (b) For data related to financial statements, the amounts shall be mentioned in Indian Rupees (INR). Equivalent amount in USD shall be arrived at using the exchange rate as on 31st March of respective financial year as specified in the **DS**;
    - (c) for data related to contracts signed in the current financial year, unless otherwise specified in the **DS**, the exchange rate prevalent as on the working day preceding the date of Invitation for Pregualification (IFP) shall be used to arrive at the USD equivalent; and
    - (d) 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.

- 14. **Authorized** 14.1 The Applicant shall prepare one original of the documents Signatory and comprising the Application as described in ITA 10 and clearly mark it "ORIGINAL". The original of the Application Number of shall be typed or written in indelible ink and shall be signed Copies 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** 15.1 The Applicant shall enclose the original Application in a sealed Application envelope that shall: Envelope
  - be addressed to the Bank, as per ITA 16.1; (a)
  - mention the name and address of the Applicant; and (b)
    - the specific identification this (c) mention of 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.
- Application 16.1 Applicants must submit their Applications in dual mode 16. Submission (on-line as well as off-line). Applications shall be received by the Bank at the address and no later than the deadline 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 17.1 Applications received after the deadline for submission of Applications applications shall not be admissible, and if received, shall be returned unopened to the Applicant.
- of 18.1 The Bank shall open all Applications at the date, time and 18. Opening place specified in the **DS**. Applicants' representatives may Applications be present during opening.

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

- **19. Evaluation to** 19.1 Information relating to the Applications, their evaluation be Confidential 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 pregualification in accordance with ITA 25, any Applicant who wishes to contact the Bank on any matter related to the pregualification process (except as specified in ITA 20.1 below), may do so only in writing. Canvassing in any form will be grounds for disgualification.

- 20. Clarifications 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-contractors(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 project employer, shall be considered. In particular, the qualifications of a parent or any other affiliated company of the Applicant, who is not member of the JV except as permitted by ITA 4.3, 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 23.1 The Bank reserves the right to accept or reject any Accept or Application, and to annul the prequalification process and Reject

Applicationsreject all Applications at any time, without thereby<br/>incurring any liability to the Applicants.

- 24. 24.1 All Applicants, whose Applications substantially meet or exceed the specified qualification requirements, will be prequalified by the Bank.
- **25. Notification of** 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 requestclarifications regardingthe grounds on which they were not prequalified.
- 26. Subsequent 26.1 The Bank shall forward the list of prequalified firms to the Invitation for Borrower for subsequent invitation of Proposals.Bids

Part III. Data Sheet (DS) to ITA	
A. General	
ITA 2.1	The identification of the Invitation for Prequalification [IFP] is: GOILOC-299/Burundi/CS - 31
	The Bank's address is: Export-Import Bank of India Office Block, Tower 1 7th Floor, Adjacent Ring Road Kidwai Nagar [East] New Delhi – 110023 Tel: +91 11-2347 4829/2347 4800 Email: <u>eximloc@eximbankindia.in</u> Website: <u>www.eximbankindia.in</u>
ITA 4.3	<ul> <li>The lead partner of the JV shall be the one with the highest share in the JV which shall not be less than 26%. The maximum number of other members in the JV shall be such that each of the other members should have at least 20% share. The JV can be either an incorporated JV company or an unincorporated consortium/ association (JV) based on a memorandum of understanding. In case of unincorporated JV, 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.</li> <li>The Letter of Intent to enter into a JV or JV agreement should contain, inter alia, the following: <ul> <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> </li> <li>The JV is permissible at prequalification 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. A member of JV shall not be permitted to participate either in individual capacity or as a member of the prequalification. A member of JV shall not be permitted to participate either in individual capacity or as a member of prequalification.</li> </ul>
	member of another JV in the same prequalification process. The JV shall nominate a Lead Partner who shall have the authority to conduct all business for and on behalf of any and all the members of the J during the prequalification process, tendering process and, in the event the JV is awarded the Contract, during contract execution.

	In the event of award of final contract to any J, all the payments to the JV shall be made to the bank account of the JV and not to the account of individual member(s). The Joint Venture Agreement shall in all respect be governed by and interpreted in accordance with Indian Laws.
ITA 4.6	A list of debarred firms and individuals by: The World Bank is available on the website: <u>http://www.worldbank.org/debarr</u>
	The Asian Development Bank is available on the website: <u>http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenVie</u> <u>w&amp;count=999</u> The African Development Bank is available on the website:
	http://www.afdb.org/en/projects-and-
	operations/procurement/debarment-and-sanctions- procedures/
	The European Bank for Reconstruction and Development is available on the website:
	http://www.ebrd.com/pages/about/integrity/list.shtml
	The Inter-American Development Bank is available on the website:
	http://www.iadb.org/en/topics/transparency/integrity-at-the- idb-group/sanctioned-firms-and-individuals,1293.html
B. Contents of ITA 6.1	The Application Document For clarification purposes, the Bank's address is:
	Ms. Amita Dang
	Assistant General Manager
	Export-Import Bank of India Office Block, Tower 1
	7th Floor, Adjacent Ring Road
	Kidwai Nagar [East] New Delhi – 110023
	<u>E-mail: eximloc@eximbankindia.in</u>
C. Preparation ITA 10.1 (d)	<b>, Submission &amp; Opening of Applications</b> The preparation and submission of Application Form will be in
	dual mode (on-line as well as off-line).
	<ul> <li><u>On-line mode of Application</u></li> <li>The applicant shall submit the application through Exim Bank's portal <u>https://locprocure.eximbankindia.in</u></li> </ul>
	For details for submitting Online Application, please refer the above portal.
	Minimum Requirements: 1. Computer/Laptop with Internet connection.

	<ol> <li>Operating System: Windows Version: Windows 7/8/10 – 32 or 64 Bit.</li> <li>Java Version: 1.8 or above</li> <li>Mozilla version should be 45.0 and above (x86 only i.e. OS of 32 Bit Version)</li> <li>Digital Certificate: Class III, Signing + Encryption and it should be organizational certificate.</li> </ol>	
ITA 10.1 (d)	Bob EProcurePvt. Ltd. 3 / 4, 3 <sup>rd</sup> Floor, Maruthi Towers, Madivala, SBM, Bangalore	
	Karnataka – 560069 Email: <u>pqsupport@bobeprocure.in</u>	
	<b>ii)</b> <u>Off-line mode of Application</u> 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.	
	The Applicant shall submit with its application, the following additional documents as attachment to the Application Submission Form:	
	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.	
	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.	
	Note: It is mandatory for Applicants to submit the Application in both On-line and Off-line modes. Any Application not submitted in accordance with the requirements mentioned in this clause will be liable for rejection. In the event of any discrepancy in Application submitted On-line and Off-line, the information submitted in the hard copy (Off-line submission) will prevail.	

	The source for determining exchange rates is: For conversion of foreign currency / Indian rupees (INR) to US Dollar, the Applicants shall use the Reference Rates of Foreign Currency published by Financial Benchmark India Private Ltd (FBIL) ( <u>https://www.fbil.org.in</u> ). For the historical exchange rates, which are not made available by FBIL, the reference rate published by Reserve Bank of India (RBI) and available on <u>https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx</u> may be used. 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: <u>http://www.oanda.com</u>				
ITA 13.2(b) &			e following rates	for conversion be	etween
(d)	USD and	INR:	1	1	
			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	
		31-Mar-18	65.0441	0.0154	
		31-Mar-19	69.1713	0.0144	
		31-Mar-20	75.3859	0.0133	
ITA 13.2(c)	Applicants shall use the following rates for conversion between USD and INR:USD 1 = INR1 INR = USD75.47570.0132				
ITA 14.1	Additiona	ally, one (1) co	ny in nen drive s	hall also he suhm	itted
	Additionally, one (1) copy in pen drive shall also be submitted. The prequalification application document (off line version) shall be submitted in <b>spiral or hard bound form</b> 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.				
ITA 16.1	Submission of Application is required in <b>dual mode i.e. on-line</b> <b>as well as off-line</b> as mentioned in ITA 10.1(d).				
	<b>Date: 30</b> Time: 15	/July/2020 :00 hrs lication sub	lication submis mission purpo	sion is: ses only, the	Bank's

	Bank's address is the same as that indicated in ITA 2.1 Attention: <b>Ms. Amita Dang</b> , <b>Assistant General Manager</b> <b>Export-Import Bank of India</b>
ITA 18.1	The opening of the Applications shall be at the Bank's address as that indicated in ITA 2.1 Date: 30/July/2020 Time: 15:30 hrs

# 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

Α	General	26
В	Past Contract Performance and Litigation	27
С	Financial Status and Capacity	28
D	Experience	29
Ε	Skilled Human Resources	31

#### A. General

A. General	
A.1 Nationality	
Requirement:	<ul> <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> <li>Articles &amp; Memorandum of Association, Certificate of Incorporation, Partnership Deed (in case of Partnership firm) of the Applicant 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	
A.Z. Eligibility	
Requirement:	<ul> <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> <li>The Applicant shall submit a copy [self-attested on all pages] of Power of Attorney in favour of the person who has been authorized, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant. A copy [self-attested] of such relevant company Board Resolution or equivalent document should also be attached.</li> <li>In case the Applicant is a JV, the Applicant shall submit a copy [self-attested on all pages] of Powers of Attorney for each member of the JV along with copy [self-attested] of relevant Board Resolutions or equivalent documents.</li> <li>For an Applicant as a single entity or in case of JV, for each member:         <ul> <li>Permanent Account Number (PAN): Self attested copy</li> <li>GST Registration details, as applicable: Self attested copy</li> </ul> </li> </ul>

<b>B.1 Past Contract Non-</b> performance	
Requirement:	<ul> <li>There shall be no instance of contract non-performance<sup>2</sup> as a result of Applicant's default since June 1, 2015 (In case of JV, each member shall meet the requirement).</li> <li>The Applicant shall inform Exim Bank of any such instances occurring post submission of the Prequalification Application.</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. Past Contract Performance and Litigation**

B.2 Pending Contract Litigation	
Requirement:	<ul> <li>Applicant shall have a positive 'Adjusted Net Worth'* determined as per the financial statements for the latest financial year FY 2018-19 [FY 2019-20, if available], adjusted for 'Pending Contractual Litigation Value' as considered below:</li> </ul>
	<ul> <li>'Pending Contractual Litigation Value' shall be deemed to be 25% of the aggregate value of pending litigation across all contracts, net of provisions made in the latest audited financial statements FY 2018-19 [FY 2019-20, if available], which shall be deducted from the net worth to arrive at the 'Adjusted Net Worth'.</li> </ul>
	<u>*<b>Adjusted Net Worth:</b></u> Net worth as per the latest financial
	statements <b>less</b> [25% of Pending Contractual Litigation Value <b>less</b> provisions made in the latest audited financial statements for pending contractual litigations] = Positive
	<ul> <li>Documentation and Attachments to be submitted as mentioned below.</li> </ul>

<sup>&</sup>lt;sup>2</sup>Contract non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

	In case of JV, each member shall meet the above requirement.
Documentation to be submitted:	Form B.2.1
Attachments to be submitted	Documents establishing details included in Form B.2.1

<b>B.3 Contract Litigation</b> History	
Requirement:	<ul> <li>The aggregate amount of awards against the Applicant, if any since June 1, 2015, shall not exceed 25% of net worth as per the latest audited 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

# C. Financial Status and Capacity

C.1 Financial Status				
Requirement:	<ul> <li>(i) The audited balance sheets, statements of profit &amp; loss and annual reports for the last three financial years [FY 2016-17 to 2018-19, (FY 2017-18 to 2019-20 if available)] 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: <ul> <li>a) Positive Net worth for each of the last three (3) years as defined above;</li> <li>b) Profit (i.e. Profit Before Tax) for at least one (1) out of last three (3) years as defined above</li> <li>c) Annual Consultancy Revenue (ACR) in any one (1) of the last three (3) financial years as defined above, be not less than:</li> </ul> </li> </ul>			
	Lot - I Lot - II			
	USD 0.89 mn USD 1.48 mn			
	For each Lots, in case of JV, requirement (a) and (b) above shall be met by each member, and fo requirement under (c), each <b>member shall mee</b> at least 25%, lead member shall meet at leas 40% and all members together shall meet 100%			

			If an applicant is applying for both Lots, in that case, in order to qualify for both the lots, the Applicant shall meet aggregated requirement i.e. USD 2.37 under criteria (c) above. (ii) Documentation and Attachments to be submitted as mentioned below.
Documentation submitted:	to	be	Form C.1.1 and Form C.1.3 both certified by the Statutory Auditors of the Applicant (in case of JV, for each member of the JV). Form C.1.2 [in case of JV, for each member of the JV]: <b>Not applicable</b>
Attachments submitted:	to	be	<ul> <li>The Applicant and its parties shall provide copies of audited financial statements for the last three (3) years as defined above. The financial statements shall: <ul> <li>a) reflect the financial situation of the Applicant or in case of JV for each member, and not an affiliated entity (such as parent company or group member);</li> <li>b) be independently audited and certified by the Statutory Auditors/ Chartered Accountants in accordance with applicable legislation;</li> <li>c) be complete, including all notes to the financial statements;</li> <li>d) correspond to accounting periods already completed and audited.</li> </ul> </li> </ul>

### **D. Experience**

D.1 General Experience				
Requirement:	Lot – I Experience of DPR preparation for construction of non-residential buildings in the role of Prime Consultant or JV member, to the main client, in India, during the last 7 years, starting from June 1, 2013 and up to application submission deadline. (In case of JV, each member shall meet the requirement.)			
	Lot – II Experience as PMC for construction of non- residential buildings in the role of Prime Consultant or JV member, to the main client, in India, during the last 7 years, starting from June 1, 2013 and up to application submission deadline. (In case of JV, each member shall meet the requirement.)			

r							
			Documentation and Attachments to be submitted as mentioned below				
Documentation submitted:	to	be	Form D.1.1				
Attachments submitted:	to	be	<ul> <li>Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the Project Authority for each contract listed in Form D.1.1 giving, inter alia, details of scope and value of work executed by the Applicant, contract start and completion dates.</li> <li>In case the contracts listed in D.1.1 are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.</li> <li>Sub-consultants' experience and resumes, if any, submitted with the application shall not be taken into account in determining the Applicant's compliance.</li> </ul>				

D.2 Specific Experience	Refer Part I	- Scope of Co	onsultancy Services				
Requirement:	A. i) Lot – I At least the number and value of contracts as mentioned below, demonstrating experience as consultant in preparation of DPR for construction of non-residential multistory buildings with basement, that has been satisfactorily completed either as a prime consultant, or joint venture member <sup>3</sup> , to main client/project authority, between June 1, 2013 and up to application submission deadline:						
	OptionsNo. ofValue of contractProjects(USD mn)						
	Option I	3	0.12				
		OR					
	Option II	2	0.15				
		OR					
	Option III	1	0.24				
	mentioned <b>PMC for</b>	below, demor construction	value of contracts strating experience of non-resident th basement, that h	as i <b>al</b>			

 $<sup>^{3}</sup>$ Experience shall be considered on the basis of scope of work of the Applicant in that JV for the contract under reference.

consultant, client/projec	or joint vent ct authority, l	eted either as a prime ure member <sup>4</sup> , to main between June 1, 2013 mission deadline:
Options	No. of Projects	Value of contract (USD mn)
Option I	3	1.18
	OR	
Option II	2	1.48
	OR	
Option III	1	2.37
<ul> <li>i. Eligib contra aggre</li> <li>ii. The contra aggre</li> <li>iii. The contra option</li> <li>iii. In ad the J contra ab</li> <li>C. In case</li> <li>Applicant we Consortium, considered be Applicant un</li> <li>D. Sub conse any, submite taken into a compliance.</li> <li>This comme qualification</li> <li>Application</li> <li>Charles and complication</li> </ul>	t as below: ility in terms acts under of gated across to contracts consi- ion at (i) above num value as n. dition to the and V shall have act of minimum ) For LOT I: U ) For LOT II: U e, completed vas supervise , credentials based on role and sultants' expen- ted with the and ccount in dete on Application ant may appli- icating the later is application is	the JV members. idered for meeting the ve shall each be of the mentioned under each bove, each member of executed atleast one m value of: SD 0.06 mn JSD 0.59 mn project cited by an d as member of JV/ for same shall be and responsibility of the

<sup>&</sup>lt;sup>4</sup>Experience shall be considered on the basis of scope of work of the Applicant in that JV for the contract under reference.

			The pre-qualification of the consultants shall be done lot wise. In order to qualify for both the lots, Applicant shall meet the Experience criteria: General and Specific experience in D.1. and D.2 for each lot separately. Documentation and Attachments to be submitted as mentioned below
Documentation submitted:	to	be	Form D.2.1
Attachments submitted:	to	be	<ul> <li>Final Acceptance/ Completion Certificate/ Testimonial issued by the employer for each contract listed in Form D.2.1.</li> <li>In case the contracts listed in D.2.1 are executed by the Applicant as a member of JV, a copy of</li> </ul>
			Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.

#### E. Skilled Human Resources

Requirement:	for the requirer	, ,	that me	eet the	following
	Proposed position	Minimum Desirable Qualification/ Experience	Minimum Relevant Experience (in years)	Total Experienc e Post- Qualificati on (in years)	Number of Positions Required
	Team Leader	PhD./MSc. in Civil engineering	15	20	1
	Architectu re	Master/Bachelor of Architecture	10	15	1
	Design expert	MSc/BSc in Civil engineering	10	15	1
	Civil engineer	MSc/BSc in Civil engineering	10	15	1
	Electrical expert	MSc/BSc in Electrical engineering	10	15	1
	Environm ental expert	MSc/BSc in environmental science or management	10	15	1
	Procurem ent expert	Diploma in	10	10	1

	Hydraulic Engineer	MSc/BSc Hydraulic Engineer	in	10	15	1
	<u>Lot – II : N</u>	<u>Manpower re</u>	quir	ement for	PMC serv	<u>vices :</u>
	Proposed position	Minimum Desirable Qualification/ Experience		Minimum Relevant Experience (in years)	Total Experienc e Post- Qualificati on (in years)	Number of Positions Required
	Team Leader	PhD./MSc. in engineering		15	20	1
	Resident Engineer Design	MSc/BSc in engineering MSc/BSc in		10	15	2
	expert	engineering				-
	Civil engineer	MSc/BSc in engineering	Civil	10	15	1
	Electrical expert	MSc/BSc Electrical engineering	in	10	15	1
	Procurem ent expert	Diploma	in	10	10	1
	Hydraulic Engineer	MSc/BSc Hydraulic Engineer	in	10	15	1
	combin • Docume mention	e of JV, the ed basis entation and ned below.	Atta	chments t	o be subr	nitted as
Documentation to be submitted:		plicant is req and deploy p .1.1.				taking to
Attachments to be submitted:	None					

# NOTE:

The Evaluation Criteria for Prequalification of Applicants						
Sr. No.	Description	Remarks				
Α.	General	Evaluation on Pass/ Fail basis				
В.	Past Contract Performance and Litigation	Evaluation on Pass/ Fail basis				
C.	Financial Status and Capacity	Evaluation on Pass/ Fail basis				
D.	Experience	Evaluation on Pass/ Fail basis				
E.	Skilled Human Resources	Evaluation on Pass/ Fail basis				

## Part V. Forms

# **Table of Forms**

Application Submission Form		35
Checklist for Various Forms and Documents to be Submitted		37
Applicant Information Form		39
Applicant's JV Member's Information Form	••	40
Past Contract Non-Performance, Pending Litigation and Litigation		41
History		
Financial Status and Capacity	:	44
Annual Consultancy Turnover	:	47
General Experience	••	48
Specific Experience	••	49
Skilled Human Resources		50

#### 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. Subsequent to the deadline for Application submission, in case we are debarred/sanctioned, we shall immediately inform Exim Bank of such debarment/sanction and reasons thereof, in accordance with ITA 4.5;
- (c) We confirm that we are currently not under default on 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 RBI Caution List, RBI Willful Defaulter List (Suit filed as well as non-suit filed) Credit Information Bureau India Ltd. (CIBIL) Defaulter List, and any other negative list of central and state government agencies, updated from time-to-time. On being included in any of the above lists, we shall immediately inform Exim Bank on the inclusion and reason for inclusion thereof, in accordance with ITA 4.7;
- (d) We understand that you may cancel the 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) We hereby confirm that we have not appointed any agent and we have not paid any agency commission for this Prequalification process. If prequalified, we also confirm that we will not appoint any agent and nor will we pay any agency commission for the corresponding tendering process or execution of the contract.
- (f) We further declare that we are/ are not (strike off whichever is not applicable) facing any investigation by any Government procuring entity/ corporation or Multilateral Development Agencies (MDA). (If yes, please provide details in a separate sheet, as necessary.)
- (e) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief. We understand that misrepresentation of facts in our Application and contravention to ITA 3, inter alia, may lead to rejection of our Application/ cancellation of prequalification.

Signed [insert signature(s) of an authorized representative(s) of the Applicant] Name [insert full name of person(s) signing the Application] In the capacity of [insert capacity of person(s) signing the Application] Address [insert street number/town or city/country address] Dated on [insert day number] day of [insert month], [insert year] [For a joint venture, all members shall sign. Failure to comply with this requirement may result in rejection of Application] Encl: Checklist of forms and documents

Form No.	Details of Forms and Documents	Page no.	
	NEFT acknowledgement receipt towards payment of Processing Fee		
A.1.1	Applicant Information Form		
	1. Articles & Memorandum of Association		
	2. Certificate of Incorporation (or equivalent documents of		
	constitution or association), and/or documents of registration		
	3. PAN and GST Registration Details		
	4. Letter of intent to form JV or JV agreement, in case of JV		
	5. Organizational chart		
	6. List of Board of Directors with their complete designation in		
	case of nominee directors		
	7. The beneficial ownership with respective shareholding and		
	nationality of shareholders		
	8. A copy (self-attested on all pages) of Power of Attorney in		
	favour of the person who has been authorised, through an		
	appropriate Company Board Resolution or equivalent		
	document, to sign on behalf of the Applicant		
	9. A copy of relevant Company Board Resolution referred to		
	in item No. 8 above		
A.1.2 *	Applicant's JV Member's Information Form [in case Applicant is a JV]		
*	1. Articles & Memorandum of Association of JV Member		
*	2. Certificate of Incorporation (or equivalent documents of		
	constitution or association), and/or documents of		
	registration, of the JV Member		
*	3. PAN and GST Registration Details of the JV Member		
*	4. Organizational chart of the JV Member		
*	5. List of Board of Directors with their complete designation in case of nominee directors of the JV Member		
*	6. The beneficial ownership with respective shareholding and nationality of shareholders of the JV Member		
*	7. A copy (self-attested on all pages) of Power of Attorney in		
	favour of the person who has been authorised, through an		
	appropriate Company Board Resolution or equivalent		
	document, to sign on behalf of the Applicant		
*	8. A copy of relevant Company Board Resolution referred to		
	item No. 7 above.		
B.1.1*	Non-Performed Contracts		
*	1. Documents establishing details included in Form B.1.1		
B.1.2 *			
*	1. Documents establishing details included in Form B.2.1		
B.1.3 *	Litigation History		
*	1. Documents establishing details included in Form B.3.1		
C.1.1*	Financial Status & Capacity, certified by the Statutory		
	Auditors of the Applicant		
C.1.2 *	Sources of Finance		
*	1. Audited Annual Reports for the last 3 years		

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

r		
*	2. Statement of Consolidated Credit Facilities (sanctioned, utilised and available) from Lead Banker or respective Bank	
	statements duly attested by the respective banks.	
C.1.3 *	Annual Consultancy Turnover, certified by the Statutory Auditors of the Applicant	
D.1.1*	General Experience	
*	1. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the employer for each contract listed in Form D.1.1	
*	2. In case the contracts listed in D.1.1 are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles and responsibilities and scope and value of work.	
D.2.1 *	Specific Experience	
*	1. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the employer for each contract listed in Form D.2.1	
*	2. In case the contracts listed in D.2.1 are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV to substantiate Individual JV member's delineated roles and responsibilities and scope and value of work.	
E.1.1	Skilled Human Resources (Undertaking to deploy list of dedicated Human resources)	
Part VI. *	Questionnaire for Applicants	

Note :i. Please insert page numbers ii. Documents marked `\*' to be submitted for each JV member separately.

#### Form A.1.1 Applicant Information Form

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

Date: [insert day, month, year] IFP No. and title: [insert IFP number and title] Page[insert page number]of [insert total number]pages

Applicant's name

[insert full name]

In case of Joint Venture (JV), name of each member:

[insert full name of each member in JV]

Applicant's country\* of registration:

[indicate country of Constitution]

Applicant's actual year of incorporation:

[indicate year of Constitution]

Applicant's legal address [registered in India]:

[insert street/ number/ town or city/ country]

Applicant's authorized representative information

Name: [insert full name]

Address: [insert street/ number/ town or city/ country]

Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]

E-mail address: [indicate e-mail address]

- 1. Attached are copies of original documents of
- □ Articles & Memorandum of Association and Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.4.
- In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.3.
- Included are the PAN, GST Registration details, 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 entities.

### 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:

[insert full name of the JV]

Applicant's JV Member's name:

[insert full name of Applicant's JV Member]

Applicant's JV Member's country\* of registration:

[indicate country of registration]

Applicant's JV Member's date of constitution:

[indicate date of constitution in dd/mmm/yyyy]

Applicant's JV Member's legal address registered in India:

[insert street/ number/ town or city/ country]

Applicant's JV Member's authorized representative information

Name: [insert full name]

Address: [insert street/ number/ town or city/ country]

Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]

E-mail address: [indicate e-mail address]

- Attached are copies of original documents of Articles & Memorandum of Association and Certificate of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 4.4.
- 2. Included are the PAN, GST Registration details, 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 entities.

#### Form B.1.1/ B.2.1/ B.3.1 Past Contract Non-Performance, Pending Litigation and Litigation History

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

Applicant's Name: [insert full name] Date: [insert day, month, year] Joint Venture Member Name:[insert full name] IFP No. and title: [insert IFP number and title] Page [insert page number] of [insert total number] pages Information pertaining to: [Insert name of JV Leader or JV Member/s]

Form B.: Non-Perf Requirem	formed Contra	cts in accordance with Part IV, Prequalificati	ion Criteria and
Preq	ualification Crit	ormance did not occur since the date s teria and Requirements, Sub-Factor B.1. formed since the date specified in Part IV, Pr	
	· · ·	, requirement B.1	equalification criteria
Year	Non- performed portion of Contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
financial	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, date, value and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for non-performance: [indicate main reason(s)]	USD equivalent and specify exchange rate and date]

		Form <b>B.2.1</b>					
Penc	Pending Litigation, in accordance with Part IV, Prequalification Criteria and						
		Requirements					
		on in accordance with Part IV	, Prequalificat	ion Criteria and			
	rements, Sub						
		in accordance with Part IV,		on Criteria and			
		-Factor B.2 as indicated below		1			
Year of dispute	dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)	Amount of specific provision already made, if any			
[insert	[insert	Contract Identification:	[insert	[insert			
financial	amount]	[indicate complete contract	amount]	amount in			
year]		name, number, date, value		USD			
		and any other		equivalent			
		identification]		and specify			
		Name of Employer: [insert		exchange			
		<i>full name]</i> Address of Employer:		rate]			
		[insert street/city/country]					
		Matter in dispute: [indicate					
		main issues in dispute]					
		Party who initiated the					
		dispute: [indicate					
		"Employer" or					
		"Consultant"]					
		Status of dispute: [Indicate					
		if it is being treated by the					
		Adjudicator, under					
		Arbitration or being dealt					
		with by the Judiciary]					

		Form B.3.1	
Litiga	tion History, in ac	cordance with Part IV, Prequalification C	riteria and
		Requirements	
		e date specified in Part IV, Prequalificat	ion Criteria and
	ents, Sub-Factor B.		
-		accordance with Part IV, Prequalification	on Criteria and
		3 as indicated below.	
Year of			Total Contract
award	percentage of		Amount
	Net Worth		(currency),
			USD
			Equivalent
			(exchange
[insert	[insert	Contract Identification: [indicate	<b>rate)</b> <i>∫insert</i>
financial	percentage]	complete contract name, number,	amount in
year]	percentagej	date, value and any other	USD
yearj		identification]	equivalent
		Name of Employer: [insert full	and specify
		name]	exchange rate
		Address of Employer: [insert	
		street/city/country]	and datej
		Matter in dispute: [indicate main	
		issues in dispute]	
		Party who initiated the dispute:	
		<i>[indicate "Employer" or</i>	
		"Consultant"]	
		Result of dispute: [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]	
		ayamse the Applicantj	

#### 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 Auditors. Failure to comply with this requirement may result in rejection of the Application]

> Applicant's Name: [insert full name] Date: [insert day, month, year] Joint Venture Member Name:[insert full name] IFP No. and title: [insert IFP number and title] Page [insert page number] of [insert total number] pages Information pertaining to: [Insert name of JV leader or JV member/s]

#### 1. Financial data

Type of Financial information in	Historic information for previous three (3) years, (amount in Indian Rupees)				
	(arrivarie irr		1 1	FY 2017-18	FY 2018-19
Sources of Fund				•	
Share Holder's Fund					
Loan Fund					
Application of Fund					
Fixed Assets					
Investments					
Net Current Assets					
(i) Current assets,					
loans and advances					
Less: (ii) Current liabilities& provisions					
Misc. exp. to the extent					
not W/Off or adjusted					
Profit and Loss Account					
Net Worth					
Net Worth					
Information from Inc	ome Statem	lent			
Income					
Expenditure					
Profit/(Loss) Before Tax (PBT)					
Profit/(Loss) After Tax (PAT)					
Information From Cas	sh Flow Stat	emen	t		
Cash Flow from					
Operating Activities					
Cash Flow from					
Investments					
Cash Flow from					
Financing Activities					

### Form C.1.2 Sources of Finance

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

Applicant's Name: [insert full name] Date: [insert day, month, year] Joint Venture Member Name:[insert full name] IFP No. and title: [insert IFP number and title] Page [insert page number] of [insert total number] pages Information pertaining to:[Insert name of JV Leader or JV member/s]

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

A. Details of Credit Facilities available to the Applicant

			<u>An</u>	<u>nount in Rupees</u>
Sr No	Type of Facility	Sanctioned Limit	Utilised Limit	Unutilised Limit
	Fund Based Limits			
	a.			
	b.			
	с.			
	Total Fund Based			
	Non-fund Based Limits			
	а			
	b			
	С			
	Total Non-fund Based			
	Total Fund and Non-fund Based Limit			

B. <u>Details of Liquid Assets such as cash and bank balance</u>, marketable <u>securities and any other financial means which may be used meet the cash</u> <u>flow requirements for works currently in progress by the Applicant</u>

SrNo	Type of Liquid Assets	Amount in Rupees
1.		
2.		
3.		

### Financial documents

The Applicant and its parties shall provide copies of audited financial statements for last three years as defined in Part IV, Prequalification Criteria and Requirements, Sub-factor C.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV, for each member and not of an affiliated entity (such as parent company or group member);
- (b) be independently audited or certified in accordance with local legislations;
- (c) be complete, including all notes to the financial statements;
- (d) correspond to accounting periods already completed and audited.
- □ Attached are copies of financial statements for the **three** years required above; and complying with the requirements.
- □ Please note that printed Audited Annual Reports are to be certified by the Statutory Auditors duly signed and stamped.
- Please submit Statement of Consolidated Credit Facilities (sanctioned, utilised and available) from Lead Banker or respective Bank statements.

# Form C.1.3 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 Auditors. 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]

Annual Consultancy Revenue Data							
Year	Consultancy Revenue Amount (INR)		Total Reven	Consul -tancy	Excha nge	Consult ancy	
	By Contr acts in India	By Overse as Contra cts	Total Consult ancy Revenu e#	ue	Reven ue as % of Total Reven ue	Rate* (v/s USD)	Revenu e in USD equivale nt
	[A]	[B]	C = [A+B]	[D]	C/D*1 00	[E]	C/E
2016-17							
2017-18							
2018-19							

\* Refer ITA 13.2 for source of exchange rate. Exchange rate prevalent on 31<sup>st</sup> March shall be used to calculate revenue for respective financial year

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

# Form D.1.1 General Experience

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

Applicant's Name: [insert full name] Date: [insert day, month, year] Joint Venture Member Name:[insert full name] IFP No. and title: [insert IFP number and title] Page [insert page number] of [insert total number] pages Information pertaining to: [Insert name of JV Leader or JV member/s]

[Identify contracts that demonstrate similar experience in India 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.]

Contract Identification	Start Date	Contractual End Date	 
Contract name: [insert full name] Brief Description of the works performed by the Applicants [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and US\$ equivalent*] Name of Employer: [indicate full name] Address: [indicate street/number/town of	date as dd/ mmm/ lyyyy]	[indicate date as dd/ mmm/ yyyy]	<i>[insert "Prime Consultant ″ or "JV Member″]</i>

\* Refer ITA 13.2 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 PMC Experience

[The following table shall be filled in for contracts completed by the Applicant, and each member of a Joint Venture, as applicable, pursuant to Part IV, Prequalification 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

Information		
Similar Contract No.	required]	number of similar contracts
Contract Identification	[insert contract name and i	number, if applicable]
Contract date	[dd/mmm/yyyy]	
Completion date	Contractual:[dd/mmm/ yyyy]	Actual: [dd/mmm/yyyy]
Role in Contract [check the appropriate box]	Prime Consultant□	Member in JV□
Total Contract Amount		US\$ [insert Exchange rate and total contract amount in US\$ equivalent]*
If member in a JV, specify participation in total Contract amount		[insert exchange rate and total contract amount in US\$ equivalent]*
Employer Details	Employer's Name: Address: Telephone, fax number, E-i	nail:
Description of the similarity in accordance with Sub-Factor D.2 of Part IV:		
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 13.2 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 Skilled Human Resources

[Furnish details for key staff pursuant to Part IV, Prequalification Criteria and Requirements, Sub-Factor E.1In case of JV, this shall be on a combined basis]

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

We, [insert Applicant's full name and in case of JV, insert names of all members] hereby undertake, in the event that we are prequalified and invited to submit a bid, to arrange and deploy key staff meeting the experience and qualification requirements, listed in E.1. :

Position	Academic Qualification	Specialization	Experience in Countries

[To be attested by the authorized representative of the Applicant and in case of a JV, by the lead member on behalf of the JV members]

# Part VI. Questionnaire for Applicants

Name of Applicant: [In case of JV, to be filled in each members separately] IFP No.: [insert IFP No.]

Eli	gibility, Confirmation and Other Important Information	Response *
1.	Is your firm, either singly or in joint venture currently empanelled or prequalified as Consultants for preparation of DPR and PMC. If yes, please provide details of Client, Country and Scope of Consultancy Services. Attach additional sheets, if needed.	 Confirm: Yes _/No
2.	Export-Import Bank of India (Bank) requires that Applicants and their affiliates observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by an Applicant or its affiliate to influence the prequalification process for undue advantage is improper. Confirm that Applicant and its JV partners, if applicable, have not engaged in any unethical practices in competing for this prequalification.	Confirm: Yes_ _/No
3.	Confirm that no official of the Bank has received or will be offered by your firm/organization or agents, any direct or indirect benefit arising from this prequalification or any resulting contracts.	Confirm: Yes_ _/No
4.	Has your firm been suspended or debarred by any Multilateral Agency, or any government or government procuring entity, or a UN agency? If Yes, provide details, including date of reinstatement, if applicable. Attach additional sheets, if needed.	Yes_ _/No
5.	Has your firm's account been classified as Non-Performing Asset (NPA) with any Bank/FI or your companies/ promoters/ directors appear in Reserve Bank of India (RBI) Caution List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed), Credit Information Bureau India Ltd. (CIBIL) Defaulter List or any other negative list of central and state government agencies, updated from time to time? If yes, please provide details in a separate sheet, as necessary.	Yes/ No
6.	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
	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
8.	Has there been a termination of your contract for non- performance in the last 5 years prior to the month preceding the month of Application Submission Deadline? If Yes, please describe in detail in a separate sheet, as necessary.	Yes_ _/No
9.	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	Confirm: Yes_ _/No

<ul> <li>(ii) to submit requisite securities as per contract conditions</li> <li>(iii) to be responsible for the performance of the work executed by your firm</li> <li>(iv) to allow scrutiny of your work, related accounts, documentation by the Borrower/ Bank/ Government of India</li> </ul>	Yes_ _/No Yes_ _/No Yes_ _/No
10.Please confirm that you agree to the provisions of the Government of India guidelines dated 7 <sup>th</sup> December 2015 on	
IDEAS Lines of Credit	/No

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

(Signature) [Name of Authorized Signatory] [Title of Authorized Signatory] Date: