

# **REQUEST FOR EMPANELMENT [RFE]**

**CONTINUOUS EMPANELMENT OF  
CONSULTANTS AS TECHNICAL &  
PROCUREMENT EXPERTS**

**Export-Import Bank of India**



**Ref.: Exim/Infra/Empanelment-01**

**Date: January 07, 2026**

## **DISCLAIMER**

The information provided in this Request for Empanelment or Empanelment Document or information shared subsequently with the Applicant(s) by or on behalf of Exim Bank, whether in documentary or digital form, is subject to the terms and conditions outlined in this Empanelment Document and any additional terms and conditions under which such information is provided.

This Empanelment Document is not an agreement and is neither an offer nor an invitation by Exim Bank to the prospective Applicants. Exim Bank has the right to interpret the submitted Application based on common usage of terminologies and phrases in public procurement. The interpretation of Exim Bank shall be final and binding on the Applicants. Exim Bank shall not be liable in any manner whatsoever for any costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Empanelment Process.

Applicants may please note that the purpose of the continuous Empanelment Process is to create a database of potential Consultants / Experts, and empanelment of any consultant does not endorse the empanelled consultant's technical, financial strengths or project execution capabilities nor does it guarantee any preference towards award of any prospective assignment. Nothing in this Empanelment Document shall be construed as creating any contractual relationship between Exim Bank and any Applicant or empanelled Consultant.

## **INVITATION FOR EMPANELMENT**

RFE No.- Exim/Infra/Empanelment-01

Date- January 07, 2026

### **Continuous Empanelment of Consultants as Technical & Procurement Experts with Exim Bank**

1. The Export-Import Bank of India [hereafter **Exim Bank, or the Bank**], from time to time requires services of consultants to carry out various assignments, including, inter-alia, preparation / vetting of Project Feasibility Reports or Detailed Project Reports (DPR); appointment of Lender's Independent Engineer (LIE) and/or Project Management Consultant (PMC) during project execution; preparation of Socio-Economic Impact Assessment Reports and also for various procurement activities.
2. In order to facilitate expeditious onboarding of relevant experts for undertaking activities as outlined in the Request for Empanelment (RFE) or Empanelment Document, Exim Bank invites Applications from the eligible Indian entities for continuous empanelment of consultants as Technical and Procurement Experts with Exim Bank. The Empanelment Document is available for download on Exim Bank's Website, through the following link: <https://www.eximbankindia.in/lines-of-credit-tenders.aspx>
3. The Applications shall be accepted only in Physical form after 7 calendar days of launch of this RFE in accordance with the provisions and terms and conditions contained here in this Empanelment Document. Application through any other mode shall not be entertained.
4. At the start of the process, the Applications received by the Bank till February 27, 2026, shall be considered for empanelment during the current quarter for which results shall be declared on or before March 31, 2026. Subsequently, the process for Empanelment of Consultants as Technical and Procurement Experts shall be continuous in nature as detailed in the RFE (Ref. clause 4.6, Page 23); till the time the Empanelment Document is withdrawn by Exim Bank.

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## PART-I: SCOPE OF SERVICES

1. The Export-Import Bank of India (**hereafter Exim Bank, or the Bank**), from time to time requires services of consultants to carry out various assignments, including, inter-alia, preparation / vetting of Project Feasibility Reports or Detailed Project Reports (DPR); Lender's Independent Engineer (LIE) and/or Project Management Consultant (PMC) during project execution; preparation of Socio-Economic Impact Assessment Reports; and procurement activities, related to the projects being financed by Exim Bank under various financing program of the Bank.

2. In pursuance of the above and to facilitate expeditious onboarding of relevant experts for undertaking activities as outlined in this Scope of Services, the Bank is seeking applications for empanelment of Consultants as Technical and Procurement Expert (**hereafter Consultant**) with Exim Bank. The empanelment of Consultants is being undertaken for services in the following categories:

- i. Preparation of Techno-Economic Viability (TEV) Reports/ Project Feasibility Reports / Detailed Project Reports (DPR)
  - ii. Vetting of Techno-Economic Viability (TEV) Reports/ Project Feasibility Reports / Detailed Project Reports (DPR)
  - iii. Lender's Independent Engineer (LIE) Services
  - iv. Socio-Economic Impact Assessment (SEIA)
  - v. Procurement Expert Services
3. An indicative scope of services for Procurement experts is as below:
- (a) Preparation of bidding documents in line with extant procurement guidelines of Govt. of India including but not limited to General Financial Rules (GFR) / Department of Expenditure, Ministry of Finance procurement manuals / Indian Development and Economic Assistance Scheme (IDEAS) guidelines;
  - (b) Vetting of bidding documents and bid evaluation reports;
  - (c) Vetting of draft Contract Agreements;
  - (d) Any other services as may be required by Exim Bank.

The empanelled consultants may also be required to carry out following services:

- (a) Technical inputs during implementation of projects;
  - (b) Inputs on variation and change in scope of projects;
  - (c) Financial sustainability plan of the proposed project; and
  - (d) Any other services as may be required by Exim Bank.
4. The empanelment of Consultants as Technical Experts is being undertaken for the following broad sectors:
- (a) Railways (Rail Infrastructure)
  - (b) Roads & Highways (Underground / elevated road, Bridges)
  - (c) Power (Power transmission and distribution, Thermal, Hydro, Solar, Wind)

- (d) Water and Irrigation (Irrigation, Water treatment and purification, Drinking water Infrastructure)
- (e) Civil construction (Housing, Training Centres/Academy, Stadiums, Government/Office buildings, School/ College/University Infrastructure, SEZs, Dams)
- (f) Health Care (Hospital Infrastructure and Medical equipment).
- (g) Agriculture (Food processing and Farm machinery and equipment)

The empanelment of Procurement Experts shall be sector agnostic.

5. Upon identification of an assignment requiring the services of an empanelled expert, the empanelled expert(s) shall be participating in the procurement process to be undertaken by the Bank. The Bank shall issue a Request for Proposal (RFP), to only the experts empanelled in the relevant sector as per the results of empanelment process declared at the end of the last calendar quarter, to establish suitability of the consultant for undertaking the assignment. The exact Terms of Reference (TOR) for specific assignment shall be provided along with the Bidding or Request for Proposal (RFP) Document inviting bids at the time of award of the prospective assignment to the empanelled consultants. An indicative TOR for the scope of services outlined in para 2 above is as under:

#### **5.1 Preparation / Vetting of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR):**

- (a) The social, economic and technical rationale of the proposed project;
- (b) Identification of land for the proposed project, access / right of way (ROW) to the site;
- (c) A detailed cost break-up along with detailed justification under each head;
- (d) Requirement and availability of raw materials and intermediate inputs on utilities like water, electricity, etc. and intermediate inputs for implementation of project and for continued operations of the project after completion;
- (e) Requirement and availability of skilled and unskilled manpower;
- (f) Scope of the Comprehensive Maintenance of the project, post-construction, including the cost, requirement of spare parts, manpower requirement;
- (g) Environment impact, assessment and resettlement of population;
- (h) Social and economic Impact of the Project in future, and identifying parameters thereof;
- (i) Suitability and evaluation of the proposed equipment and specifications thereof;
- (j) Availability of the major project components from Indian entities, along with the names of established and reputed Indian suppliers;
- (k) Financial and technical feasibility of the proposed project as applicable;
- (l) Benefits to the project country and the locality of the project and

identifiable parameters for objectively measuring the impact of the project;

- (m) Assessment of Indian / Non-Indian Content, in case the goods / services to be exported / imported from India / some other geography. Preparation of a detailed Bill of Quantities (BoQ) to ensure compliance with Indian Content requirements;
- (n) Identification of appropriate Indian Standards and specifications, wherever applicable;
- (o) Details of various clearances / approvals / local taxes required in the host country for execution of a project;
- (p) Compliance with IDEAS Guidelines of Government of India and procurement policy of Exim Bank for LOC projects, wherever applicable;
- (q) Tendering Services including Preparation/vetting of Technical Specifications and Tender documents;
- (r) The assessment of various risks identified for the project and proposed risk mitigants, if any;
- (s) Any other aspect outlined in the TOR / advised by Exim Bank with respect to the assignment.

**5.2 Lender's Independent Engineer (LIE):** Main activities of an LIE are spread across various phases of a project i.e. Phase I-Project Review and Assessment (*Prior to Construction*); Phase II- Construction Monitoring (*Beginning of Construction to Commencement of Operations Date - COD*); and Phase III - Annual Operational Review – Post COD. The broad TOR for LIE is as under:

- (a) Review the Project costs, including adequacy of contingencies, and compare the project cost estimate with those of similar projects.
- (b) Review the technical inputs, Project Financial Model and the drawdown schedule.
- (c) Verify the physical progress of work at the site to assess and report on the actual expenditure being incurred on the project.
- (d) Monitor the project against the implementation schedule, to ensure proper utilization of funds and effective monitoring of the progress of the project.
- (e) Verify physical and financial progress achieved vis-a-vis scheduled physical and financial Progress and reason for variance (if any). In case of variance, advise Lender on remedial measures for bridging the gap.
- (f) Conduct periodic visits at project site, inspection of materials/goods at site to ensure quality of assets, conduct regular meetings with EPC contractor / Project Authority / Project Management Consultant to assess the progress of the project and provide inputs during the joint project review meetings.
- (g) Provide timely alerts and necessary advice to Lender in case of any dispute arising between the contractor, consultant and the Project

Authority.

- (h) Identify potential delays / issues that could adversely impact the project and suggest action plan to mitigate such risks.
- (i) Submission of reports on the progress of the project on monthly / quarterly basis summarising LIE's findings and recommendations.
- (j) Provide input on change in the scope of work of the project during the construction phase, if any.
- (k) Provide input on Extension of Time (EOT) request from the Project Authority and also on variation in orders / costs, if any.
- (l) Attending quarterly review meetings / annual site visits along with the lender. Frequency of the review meetings and site visits may vary depending upon progress under the project.
- (m) Any other aspect outlined in the TOR / advised by Exim Bank with respect to the assignment.

### **5.3 Socio-Economic Impact Assessment (SEIA):**

- (a) Assess potential long-term and short-term, direct and indirect benefits and impacts (in socio-economic perspective) due to project activities across social groups differentiated by gender, vulnerability, indigenous identity etc.
- (b) Understanding the economic impact of the Project on different sectors & sections as also on the overall economy of the region and evaluation of the project effectiveness.
- (c) Identify opportunities for socio-economic enhancement of project-area communities and recommend a sustainability plan for the benefits derived and additional future interventions to ensure enhanced better quality of life.
- (d) Key impact assessment w.r.t. income & employment generation, impacts of land value changes along the project corridor, impact on daily wage earnings, opportunities for jobs/livelihoods, impact, if any, on increase in Tourism and Hospitality Industry due to the Project etc.
- (e) Social impact assessment such as impact equity across social vulnerability markers - Indigenous people, women headed households, Below Poverty Line families, Community health and safety.
- (f) Assessment of knowledge transfer and technical skill development through training.
- (g) Identification and assessment of environmental effects such as changes in natural resources use, climate change etc.
- (h) Any other aspect outlined in the TOR / advised by Exim Bank with respect to the assignment.

### **5.4 Procurement Experts:**

- (a) Developing eligibility criteria, scoring methodology (as applicable), technical qualification, and overall selection process for Expression of Interest / Prequalification / Bidding documents.
- (b) Preparation / review of Prequalification / Bidding Documents for selection of EPC Contractors / DPR or PMC Consultant, for the projects funded by Exim Bank.



- (c) Review of evaluation of applications received for prequalification.
- (d) Preparation / Review of Bid Evaluation Reports.
- (e) Preparation / Review of Contract Agreements.
- (f) Providing opinion on applicable laws, regulations, codes, policies, Specifications and Standards and procedures adopted in public procurement.
- (g) Any other aspect outlined in the TOR / advised by Exim Bank with respect to the assignment.

6. The applicants may seek to be empanelled in one or multiple areas / sectors and any number of listed categories of consultancy services as per Para 2 above by indicating their interest in the Application. Applicants may submit a single application listing out the sectors/ sub-sectors and services for which they wish to be considered and accordingly prepare their applications by enclosing necessary supporting documents as per the provisions of this Empanelment Document.

7. The empanelment will be valid for a period of up to **3 years** from the date of notification of empanelment by Exim Bank as per the provisions of the Empanelment Document for continuous empanelment. After completion of the period of empanelment, the Consultant may submit a fresh application for empanelment as per extant Empanelment scheme up to 2 quarters prior to expiry of their empanelment, to enable the Consultant to continue to be empanelled with Exim Bank.

8. The Applicants are hereby informed that in case an empanelled Consultant undertaking a consultancy assignment for a project, is considered to have Conflict of Interest in relation to that project, the Consultant shall not be permitted to participate as consultant in that project in subsequent downstream contracts for goods, works and services, unless the Conflict of Interest is explicitly waived by Exim Bank, for that project. It is clarified that such Conflict of Interest shall apply only to the project for which the Consultant has undertaken a consultancy assignment and shall not apply to any other projects funded by Exim Bank, unless otherwise communicated by Exim Bank.

9. It is clarified that the empanelment of any entity by Exim Bank does not endorse an empanelled entity's technical, financial strengths or project execution capabilities.

10. Applicants are also advised to refer and be guided by the Public Procurement Order No. 4 dated February 23, 2023, issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Finance, Government of India, which is applicable to the current Empanelment Process.

## PART-II: INSTRUCTIONS TO APPLICANTS FOR EMPANELMENT (ITA)

### SECTION-1 INTRODUCTION

#### 1.1 Background

1.1.1 The Export-Import Bank of India (**hereafter Exim Bank, or the Bank**), from time to time carries out various activities, including, inter-alia, preparation / vetting of Project Feasibility Reports; vetting of Detailed Project Reports; appointment of Lender's Independent Engineer and/or Project Management Consultant (PMC) during project execution, preparation of Project Impact Assessment reports and also undertakes various procurement activities related to the projects being financed by Exim Bank under various financing programme of the Bank.

1.1.2 Exim Bank invites Applications from eligible Indian entities for continuous empanelment of Consultants as Technical and Procurement Experts (**hereafter Consultant**) with Exim Bank, for availing the services as specified in "**Part-I: Scope of Services**" of this Empanelment Document, or any other service as may be required by Exim Bank.

#### 1.2 Brief description of Empanelment Process

1.2.1 The process for Empanelment (the "**Empanelment Process**") shall be conducted by Exim Bank in accordance with this Request for Empanelment (RFE) Document (the "**Empanelment Document**"). The Applications received against the Empanelment Document published by Exim Bank will be reviewed and the eligibility of empanelment will be established against the requirements set out in the Empanelment Document. All Applicants whose applications substantially meet or exceed the specified qualification requirements/criteria will be empanelled by the Bank in the sectors as determined by the Bank based on the evaluation of the Applications.

1.2.2 This Empanelment Document is being issued by Exim Bank to prospective entities (the "**Applicant**") interested in submitting applications for Empanelment of Consultant with Exim Bank in various sectors as per the provisions of this Empanelment Document.

1.2.3 This Empanelment Document and any addendum thereof shall be made available on Exim Bank's website. The Empanelment Document and any addenda issued subsequent to this Empanelment Document, will be deemed to form part of the Empanelment Document.

1.2.4 The Applicant is free to seek any clarifications from Exim Bank in writing through the means as specified under **Clause 1.3 (Correspondence with Exim Bank)** to Exim Bank. Submission of such requests for clarifications shall, however, not bind Exim Bank with any obligation to respond to the same.

1.2.5 The Empanelment will be valid for a period up to **3 years** from the date of notification of empanelment by Exim Bank ("**Empanelment Validity**"). Within the said period, Exim Bank reserves the right to ask for additional information or fresh application from the empanelled entities, required for revalidation of empanelment. The Applicant may reapply for Empanelment by submitting the fresh Application for Empanelment.

1.2.6 The Applicants whose Applications do not substantially meet the specified qualification requirements, for any or all sectors/sub-sectors or consultancy services for which the application has been made by the applicant, shall be advised the reasons for the same by Exim Bank. Such Applicants may submit fresh Applications to Exim Bank as and when the Applicant fulfil the specified qualification requirements on account of which it was not empanelled for the sector/sub-sector, provided such application is made in subsequent calendar quarter.

1.2.7 The Applicants are advised that the Empanelment Process is entirely at the discretion of the Bank. Notwithstanding anything contained in this Empanelment Document, the Bank reserves the right to accept any Application, and or reject any or all Applications, and to annul the Empanelment Process and the list of Empanelled Applicants, at any time, without thereby incurring any liability to the Applicants.

### **1.3 Correspondence with the Bank**

Details and mode of communication for the purpose of communication, clarification and Application Submission is as under:

Chief General Manager  
Infrastructure Group  
Export-Import Bank of India  
Office Block, Tower 1  
7<sup>th</sup> Floor, Adjacent Ring Road  
Kidwai Nagar [East]  
New Delhi -110023  
Email: [infragroup@eximbankindia.in](mailto:infragroup@eximbankindia.in)  
Landline No: +91 11 2460 7700

#### **1.4 Award Consultancy Assignment**

of 1.4.1 For award of a prospective consultancy assignment as required by Exim Bank, Exim Bank will invite Techno-Commercial Proposal (the **“Proposal”**) from the Empanelled Consultants. Such proposal shall be invited by way of a Request for Proposal (RFP) to be issued by Exim Bank, outlining the eligibility criteria for assessment of the suitability of the Empanelled Consultant to undertake the consultancy assignment. The award of the consultancy assignment shall be in accordance with the terms and conditions of the RFP.

## SECTION-2 GENERAL ELIGIBILITY CRITERIA

### 2.1 Applicant's Nationality

2.1.1 This empanelment exercise is open only to Indian Entities. The Applicant shall be deemed to be Indian if the Applicant is registered in India and / or incorporated / established under any law in force in India, as evidenced by its articles of incorporation and its registration documents, or any other equivalent document, as the case may be. The Applicant shall have to furnish such satisfactory evidence of eligibility as Exim Bank may reasonably request for the above evidence.

The term 'entity' shall refer to any individual, firm, company, corporation, academic institutions, government, state or state agency, or any association or partnership (whether or not having separate legal personality).

#### 2.1.2 Forms to be submitted

**Form-I: Application Information Form** along with the attachments as outlined in the Form.

### 2.2 Incorporation and Ownership

2.2.1 Any Applicant from a country which shares a land border with India (except to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects) will be eligible to apply, only if the entity is registered with the competent authority as prescribed by the Department of Promotion of Industry & Internal Trade (DPIIT), Government of India. An entity from a country which shares a land border with India means:

- (a) An entity incorporated, established or registered in such a country; or
- (b) A subsidiary of an entity incorporated, established or registered in such a country; or
- (c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- (d) An entity whose Beneficial Owner is situated in such a country; or
- (e) An Indian (or other) agent of such an entity; or
- (f) A natural person who is a citizen of such a country; or
- (g) A consortium or a Joint Venture where any member of the consortium or joint venture falls under any of the above.

2.2.2 Applicant whose beneficial owner is from the country which restricts the participation of Applicants from India, shall not be eligible to apply.

For the purpose of Clause 2.2, the interpretation shall be in accordance with the Public Procurement Order No.4 dated February 23, 2023, issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Finance, Government of India.

The Applicant shall furnish satisfactory evidence of eligibility as the Exim Bank may reasonably request.

For the purpose of this **Clause 2.2 “Beneficial Owner”** means control over ownership of/entitlement to more than **10% (ten percent)** of the shares or capital or profits of the company and **“Control”** shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements. For avoidance of doubt, **“Control”** shall have the meaning given to the term in Companies Act 2013 enacted by the Government of India.

2.2.3 Forms to be submitted:

**Form-I: Application Information Form** along with the attachments as outlined in the Form.

## **2.3 Financial Conduct**

An Applicant shall be ineligible if the Applicant or its member(s):

- i) is currently under default on any loan to any Bank / financial institution (FI) in India and its account has been classified as Non-Performing Asset (NPA) as per Central Repository of Information on Large Credits (CRILC) database in India;
- ii) its promoters/directors (excluding nominee directors and independent directors) currently appearing in Credit Information Bureau India Ltd. (CIBIL) Defaulter List or RBI Willful Defaulter List;
- iii) has been currently admitted by the National Company Law Tribunal (NCLT) for initiating corporate insolvency resolution process under the Indian Bankruptcy Code (IBC) or has declared individual insolvency and/or bankruptcy;
- iv) has been reported as fraud under the present promoter / directors by any Bank / Financial Institution in India.

## **2.4 Debarment / Blacklisting or Conviction**

The Applicant shall as on the date of submission of Application, not have been:

- i) debarred by Exim Bank, in accordance with Exim Bank’s Debarment Policy;

- ii) blacklisted, debarred or suspended from bidding by any Multilateral Development Bank (MDB), such as World Bank, Asian Development Bank;
- iii) blacklisted, debarred or suspended from bidding by any Ministry / Authority of GOI;
- iv) convicted or an offense under (i) India's Prevention of Corruption Act, 1988, or (ii) the Bharatiya Nyaya Sanhita, 2023 or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract, shall be ineligible to participate in the Empanelment as applicable, during such period of time as the sanctioning authority shall have determined;
- v) In regard to matters other than security and integrity of India, convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on its ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community;
- vi) In regard to matters relating to security and integrity of India, facing any investigation or charge-sheeted by any agency of the Government of India or convicted by a Court of Law.

## **2.5 Past Contract Non-Performance**

2.5.1 The Applicant shall, since the date preceding **5 (five)** years from the Application submission date have no instance of:

- (a) contract<sup>1</sup> non-performance as a result of Applicant's default;
- (b) records of poor performance, for projects in which it is acting as the 'Consultant', including but not limited to abandoning the work, services, rescission of the contract for reasons which are attributable to non-performance of the applicant, inordinate delays in completion, breach of environmental or social contractual obligations, consistent history of litigation resulting in awards against the applicant or any of the constituents, or financial failure due to insolvency and/or bankruptcy, as evidenced by, but not limited to, imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant. Additionally, the

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<sup>1</sup>Non-performance, shall include all contracts where (a) non-performance was not challenged by the consultant, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the consultant. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. 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.

rescission of a contract as a part of a joint venture on account of reasons other than non-performance, such as the lead partner withdrawing would entail disqualification of the Applicant.

2.5.2 The Applicant shall inform Exim Bank of any such instances occurring post submission of the Application.

## **2.6 Pending Contract Litigation**

2.6.1 The Applicant shall have a **positive** 'Adjusted Net Worth' determined as per the financial statements for the latest financial year, adjusted for 'Pending Contractual Litigation Value' as considered below:

- (a) '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 for the year as specified above, which shall be deducted from the net worth to arrive at the 'Adjusted Net Worth'.
- (b) For the purpose of this Clause, Adjusted Net Worth shall mean the Net worth as per the latest financial statements *less* [25% of Pending Contractual Litigation Value *less* provisions made in the latest audited financial statements for pending contractual litigations].

2.6.2 Forms to be submitted:

**Form-II: Pending Contract Litigation**, for the Applicant duly certified by the authorised representative of the Applicant.

## **2.7 Contract Litigation History**

2.7.1 The aggregate amount of awards against the Applicant, if any, since the date preceding **5 (five) years** from the Application submission Date shall not exceed **25% of net worth** as per the latest audited financial statements.

2.7.2 Forms to be submitted:

**Form-III: Contract Litigation History** for the Applicant duly certified by the authorised representative of the Applicant.

## **2.8 Financial Status and Capacity**

2.8.1 The Applicant must demonstrate the following

**(i) In case the Applicant is not an Individual, the following shall apply:**

The Applicant must, over the period of last three (3) financial years immediately preceding the date of Application Submission, must demonstrate meeting the following conditions:

- a) Positive net worth for each of the last three (3) financial years; and



- b) Profit (i.e. Profit Before Tax) for at least one (1) out of last three (3) financial years.

**(ii) In case the Applicant is an Individual, the following shall apply**

- a) Audited Accounts/CA Certificate of the last three (3) Financial Years from the date of submission of the application, evidencing Fee from Consultancy Assignments. ITR of last 3 Financial Years should also be submitted as additional information.

2.8.2 In the event that the latest Auditor's Report contains any qualifications, exceptions, or adverse opinions, which in the opinion of Exim Bank leads to a conclusion that a material uncertainty exists about the entity's ability to continue as a going concern, the Applicant is liable to be disqualified on the ground for not meeting the Financial Capacity. Any disqualification resulting from such qualifications shall be at the sole discretion of the Bank and the decision thereof shall be final and binding.

**2.8.3 Forms to be submitted by the**

**(i) In case the Applicant is not an Individual**

**Form-IV: Financial Status** duly certified by an independent Chartered Accountant.

**(ii) In case the Applicant is an Individual**

Audited Accounts/CA Certificate of the last three (3) Financial Years from the date of submission of the application, evidencing Fee from Consultancy Assignments. ITR of last 3 Financial Years should also be submitted as additional information.

**2.9 Quality Assurance**

2.9.1. The Applicant other than Individual Applicants shall have the ISO Accreditation / Certified Quality Management System valid as on the date of submission of the Application.

**2.9.2 Forms to be submitted**

**Form-V: Certified Management System**, duly signed by Authorised Representative of the Applicant. (Not applicable in case the Applicant is an individual.)

**2.10 Compliance with Public Procurement Orders**

2.10.1 The Applicant shall comply with the provisions of Public Procurement Order No. 4 dated February 23, 2023, issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Finance, Government of India

including any clarifications / amendments, or any other Procurement Guidelines, as may be issued by the Government of India.

#### 2.10.2 Forms to be submitted

**Form-VI: Confirmation of Eligibility under Public Procurement Orders** duly attested by Authorised Representative of the Applicant.

#### 2.11 Continued Eligibility

The award of contract will be by way of RFP. The Applicant shall continue to comply with the terms and conditions of this Empanelment Document, including the eligibility conditions, and shall provide undertaking and or evidence of their continued eligibility in respect of the Empanelment criteria as may be stipulated in the RFP.

In case any of disqualification / ineligibility conditions becoming true/materialized post the Empanelment, the Applicant shall immediately inform Exim Bank of such disqualification / ineligibility conditions and reasons thereof. This may lead to cancellation of the Empanelment / Consultancy Assignment, at any later stage.

#### 2.12 Acknowledgement by the Applicant

It shall be deemed that by submitting the Application, the Applicant has:

- a) not been disqualified under any disqualification criteria stipulated in the Empanelment Document;
- b) made a complete and careful examination of the Empanelment Document and is satisfied that the Applicant meets the eligibility criteria for Empanelment under this Empanelment Document;
- c) agreed to be bound by the undertakings provided by it under and in terms hereof; and
- d) read and understood the Debarment Policy of Exim Bank ([https://www.eximbankindia.in/assets/pdf/public-declarations/Debarment-Policy\\_website.pdf](https://www.eximbankindia.in/assets/pdf/public-declarations/Debarment-Policy_website.pdf)) and acknowledges that the Applicant shall be liable for debarment in case of misrepresentations in the Empanelment Document or the Proposal, or non-performance under any subsequent Consultancy Assignment.

**2.13 Amendment  
of Empanelment  
Document**

At any time, Exim Bank may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the Empanelment Document by the issuance of addenda. The addendum shall be issued in the same manner as specified under **Sub-Clause 1.2.3**. Any addendum thus issued shall be part of the Empanelment Document.

### SECTION-3: EXPERIENCE REQUIREMENT

#### 3.1 Experience for Technical Expert

3.1.1 The Applicant shall demonstrate minimum experience of successfully completing the contracts / assignments, *per sector/sub-sector* applied for during the last 5 years preceding from the Application submission date as per the table below:

| Sr. | Categories of Consultancy Services                                                                                    | Experience required                                                                                                                                                                                                                                                                                        |
|-----|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Preparation of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR) | At least <b>3 (three)</b> contracts / assignments completed as consultant for preparation of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR), out of which at least one contract / assignment shall have been for project in India.                 |
| 2   | Vetting of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR)     | At least <b>3 (three)</b> contracts / assignments completed as consultant for preparation and/or vetting of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR) out of which at least one contract / assignment shall have been for a project in India. |
| 3   | Lender's Independent Engineer (LIE) Services                                                                          | At least <b>3 (three)</b> contracts / assignments completed in the role of Prime Consultant to the main client/project authority for Lender's Engineer / Owner's Engineer / Supervision Engineer services out of which at least one contract / assignment shall have been for a project in India.          |
| 4   | Socio-Economic Impact Assessment (SEIA)                                                                               | At least <b>3 (three)</b> contracts / assignments completed for consultancy services to the main client/project authority for Socio-Economic Impact Assessment studies, out of which at least one contract / assignment shall have been for a project in India.                                            |

The contracts/assignments should be satisfactorily completed as required in subclause 3.1.1 during the period of preceding **5 (five) years** out of which at least **1 (one)** contract/assignment should have been completed in the past **2 (two)** years, from the Application submission date. The application for empanelment shall be considered for the sectors/sub-sectors for which the document demonstrating experience has been submitted by the Applicant.

3.1.2 For the purpose of meeting experience requirement under this Clause, the Applicant may submit not more than **3 (three)** number of contracts/assignments for each sector and/or sub-

sector/consultancy services separately. In case the number of contracts submitted is more than the number specified above, the Bank shall review only the first 3 (three) contracts submitted sequentially as per the serially numbered list of Contracts for the purpose of evaluation. The decision of the Bank in this regard shall be final.

#### 3.1.3 Forms to be submitted:

##### **Form-VII A: "Experience of the Applicant"**

*Separate forms to be submitted for each sector and/or sub-sector/consultancy services applied for.*

**Appendix – II:** In addition to Form-VII, Curriculum Vitae (CV), in case of individual technical expert.

#### 3.1.4 Documents to be Submitted:

##### **(i) In case the Applicant is not an Individual**

- a) Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer for each contract giving, inter alia, details of scope of work executed by the Applicant, contract start and completion dates.
- b) In case the contracts are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV and the JV Agreement to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.
- c) Subcontractor / subconsultant experience submitted with the application shall not be taken into account in determining the Applicant's compliance.

##### **(ii) In case the Applicant is an Individual**

Submission of Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer is essential. Where the applicant is not able to furnish FAC/ Completion Certificate/ Testimonial Letters, the applicant is required to submit invoices raised, bill-wise details of payment received duly certified by the Chartered Accountant, TDS certificate for all payments received and copy of final / last bill paid by Project Authority/Client/Employer in support of FAC/ Completion Certificate/ Testimonial Letters.

### **3.2 Experience for Procurement Expert**

3.2.1 For Application of Procurement Expert, the Applicant shall demonstrate the following:

- (a) Minimum experience of 10 years preceding from the last date of the submission of application, as prime

Consultant / Procurement specialist or similar positions in managing end-to-end procurement processes, including sourcing, drafting of tender document, tendering process, bid evaluation, contract management, supplier relationship management, and performance evaluation for infrastructure projects, public sector procurement, or international procurement, with a focus on strategic sourcing, vendor management, contract negotiation, contract law/ terms, and conditions etc.

Summary of relevant key assignments completed during past 10 years including brief description, names of client/project authority, scope of services and value of assignments to be provided.

- (b) At least 2 contracts / assignments handled as Procurement specialist or similar position in the last **5 (five)** years preceding from the last date of the submission of application.

3.2.2 For the purpose of meeting experience requirement under this Clause, the Applicant may submit not more than 2 **(two)** contracts / assignments. In case the number of contracts submitted is more than the number specified above, the Bank shall review only the first 2 (two) contracts submitted sequentially as per the serially numbered list of Contracts for the purpose of evaluation. The decision of the Bank in this regard shall be final. The Applicant must provide necessary document(s) in support of successful completion of the assignments from the respective Project Authority / Employer /client(s) without which such assignment(s) shall not be considered for evaluation.

In case of Individual applicants, in place of clause 3.2.1 and 3.2.2, minimum 10 years of cumulative experience (may not commence immediately preceding the date of application) will be required as Procurement specialist or similar positions in managing end-to-end procurement processes, including sourcing, drafting of tender document, tendering process, bid evaluation, contract management, supplier relationship management, and performance evaluation for infrastructure projects, public sector procurement, or international procurement, with a focus on strategic sourcing, vendor management, contract negotiation, contract law/ terms, and conditions etc.

### 3.2.3 Forms to be submitted:

#### **Form-VII B: Experience of the Applicant**

**Appendix – II:** In addition to Form-VII, Curriculum Vitae (CV), in case of individual procurement expert.

### 3.2.4 Documents to be Submitted

#### **(i) In case the Applicant is not an Individual**

Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/ Employer for each contract giving, inter alia, details of scope of work executed by the Applicant, contract start and completion dates.

- a. In case the contracts are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV and the JV Agreement to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.
- b. Subcontractor / subconsultant experience submitted with the application shall not be taken into account in determining the Applicant's compliance.

#### **(ii) In case the Applicant is an Individual**

Submission of Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer is essential. Where the applicant is not able to furnish FAC/ Completion Certificate/ Testimonial Letters, the applicant is required to submit invoices raised, bill-wise details of payment received duly certified by the Chartered Accountant, TDS certificate for all payments received and copy of final / last bill paid by Project Authority/Client/Employer in support of FAC/ Completion Certificate/ Testimonial Letters.

## SECTION-4 PREPARATION AND SUBMISSION OF APPLICATIONS

- 4.1 Language** 4.1.1 The Application and all related correspondence and documents in relation to the Empanelment Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by a translator. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
- 4.2 Clarifications** 4.2.1 Applicants requiring any clarification on the Empanelment Document may notify the Bank in accordance with **Clause 1.3 [Correspondence with the Bank]** and shall clearly bear the identification “Request for Empanelment”.
- 4.2.2 Exim Bank shall endeavor to respond to the queries raised or clarifications sought by the Applicants and provide such further information as it may, in its sole discretion, consider appropriate for facilitating a fair and transparent process. However, Exim Bank reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Empanelment Document shall be taken or read as compelling or requiring Exim Bank to respond to any question or to provide any clarification.
- 4.2.3 Exim Bank may also on its own motion, if deemed necessary, issue interpretations and clarifications to all prospective Applicants. All clarifications and interpretations issued shall be deemed to be part of the Empanelment Document. Verbal clarifications and information given by the Exim Bank, or its employees shall not in any way or manner be binding on the Bank.
- 4.3 Cost of Application** The Applicants shall be responsible for all the costs associated with the preparation of their Application and their participation in the Empanelment Process. The Bank shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.
- 4.4 Multiple Applications** In case of submitting application for empanelment for multiple sectors/sub-sectors, Applicants should specify in their applications the sector / sub-sectors or combination of



sectors/ sub-sectors in which the Applicant is interested in being empanelled with Exim Bank. The Bank shall empanel each Applicant for the maximum combination of sectors/ sub-sectors for which the Applicant meets the appropriate requirements, as applicable.

#### **4.5 Documents comprising the Application**

4.5.1 The Applicant shall submit all the details as required in this Empanelment Document. The Applicant shall ensure that all the details are updated as on the date of submission of the Application.

4.5.2 The Application shall be furnished by the Applicant in the formats as per Application Forms and Appendices. The Application shall comprise of:

1. Application Submission Form
2. Form-I: Applicant Information Form
3. Form-II: Pending Contract Litigation
4. Form-III: Contract Litigation History
5. Form-IV: Financial Status
6. Form-V: Certified Management System
7. Form-VI: Confirmation of Eligibility under Public Procurement Orders
8. Form-VII: Experience
9. Appendix-I: Power of Attorney (POA) for signing of Application
10. Appendix-II: Curriculum Vitae (CV)

**“Invitation for Empanelment”** and **“Checklist”** shall not form part of the Empanelment Document.

#### **4.6 Submission of Application**

4.6.1 Applicants may submit their Applications physically at the address specified in **Clause 1.3 [Correspondence with the Bank]** on all working days. Applications submitted in any other manner shall not be considered for opening and evaluation and shall be rejected.

4.6.2 If any information furnished by the Applicant is found to be incomplete, or contained in formats other than those specified herein, the Bank may, in its sole discretion, exclude that information from evaluation.

4.6.3 Applicants may submit their Applications by second month of the start of a calendar quarter which shall be considered for empanelment during that particular quarter. Applications received after the end of second month of a calendar quarter shall be done during the next calendar quarter.

4.6.4 For avoidance of doubt, a calendar quarter or quarter shall mean 1st January to 31st March, 1st April to 30th June, 1st July to 30th September, 1st October to 31st December of each calendar year.

#### **4.7 Confidentiality**

4.7.1 Any attempt by an Applicant to influence the Bank during the evaluation of the Applications may result in the rejection of their Application.

4.7.2 The Bank / Applicant will treat all information, submitted as part of the Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Bank / Applicant may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity or as may be required by law or in connection with any legal process.

#### **4.8 Correspondence with the Applicant**

The Bank will communicate the result of evaluation to all the Applicants who have submitted an Application in accordance with the provisions of this Empanelment Document and have not been summarily rejected. After completion of the evaluation process, the Bank will also disclose the result of the Empanelment Process to the Applicants and publish them on its website at the end of each calendar quarter.

## SECTION-5 EVALUATION OF APPLICATIONS

### 5.1 Evaluation Process

5.1.1 The Applicant shall provide all the information sought under this Empanelment Document. The Bank will evaluate only those Applications that are submitted as per the required formats and are complete in all respects. Incomplete Application shall be liable to rejection.

5.1.2 The Bank will scrutinize and evaluate the Applications on pass/fail basis. The Applications meeting the terms and conditions stipulated in the Empanelment Document and meeting the requirements under **Section- 2 [General Eligibility Criteria] and Section- 3 [Experience Requirements]**, shall be adjudged **Empanelled**.

5.1.3 The Bank may, at its sole discretion and without obligation, request shortfall information / documents only, either physically or electronically after the Application opening, only for historical documents which pre-existed at the time of Application opening, and which have not undergone change since then and do not grant any undue advantage to the Applicant.

5.1.4 The Applicants whose Applications do not substantially meet the specified qualification requirements shall be advised the reasons for the same by Exim Bank. Such Applicants may submit fresh Applications to Exim Bank as and when they fulfil the specified qualification requirements on account of which they were not empanelled, provided such application is made in subsequent calendar quarter.

### 5.2 Notification of Empanelment

5.2.1 The Bank shall periodically notify the Applicant and update the result of the Empanelment Process by publishing the names of the empanelled Applicants on the Bank's website or through any other means at the Bank's discretion.

5.2.2 Applicants that have not been empanelled shall be conveyed a reasoned rejection by the Bank and such Rejected Applicants may write to the Bank not later than **7 calendar** days after the date of intimation of empanelment result, to request clarifications regarding the grounds on which they were not empanelled.

### 5.3 Verification and Disqualification

The Bank reserves the right to verify all statements, information and documents submitted by the Applicant in

response to this Empanelment Document, including cross checking of the completion certificates / testimonials with the Project Authorities issuing such certificates. The Applicant shall, when so required by the Bank, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the Bank shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Bank thereunder.

#### **5.4 Rejection of Application**

5.4.1 The Bank reserves the right to reject any Application if it is discovered that the Applicant has made suppression of facts, misleading or false representations in the forms, statements, affidavits, and attachments submitted as a part of the Application.

5.4.2 Notwithstanding anything contained in this Empanelment Document, the Bank reserves the right to reject any or all Applications and/or to annul the continuous Empanelment Process, at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reason thereof.

## SECTION-6 OTHER CONDITIONS

- 6.1 Exim Bank, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- a. suspend and/ or cancel the continuous Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
  - b. consult in writing with any Applicant in order to receive clarification or further information;
  - c. select or not to select any Applicant and/ or to consult with any Applicant in order to receive clarification or further information;
  - d. retain any information and/ or evidence submitted to Exim Bank by, on behalf of, and/ or in relation to any Applicant;
  - e. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.
  - f. Visit the premise of the Applicant/Empanelled entity.
- 6.2 It shall be deemed that by submitting the Application, the Applicant agrees and releases Exim Bank, its employees, and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and / or performance of any obligations hereunder, pursuant hereto, and/ or in connection with the Empanelment Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.
- 6.3 Applicants participating in this Empanelment Process shall maintain highest standards of **ethics and integrity** and not indulge in prohibited practices or other misdemeanors, either directly or indirectly, at any stage during the Empanelment Process. If, in accordance with the administrative procedures of the Bank, it is demonstrated that an Applicant in this Empanelment Process, or during the subsequent bidding for the contract(s) has violated, Exim Bank, inter alia,
- (a) shall reject any Application for Empanelment or contract in connection with the procurement process for the specific assignment, as applicable; and/or
  - (b) may declare an Applicant debarred under Exim Bank's Debarment Policy in vogue/in force on the date of invitation for Application.
- 6.4 The Applicant shall not, directly or through a third party, offer, request or accept for themselves or for a third party, financial, including agency commission or non-financial advantage or even direct or indirect promise or any other acts, as offsets for Empanelment 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.

- 6.5 Without prejudice to the rights of Exim Bank, if in accordance with administrative procedures of Government of India or Exim Bank, it is determined that an Applicant in the process of submission of this Application or in case of award, during the duration of the contract has directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, anti-competitive practice, coercive practice, undesirable practice, restrictive practice, or obstructive practice, Exim Bank shall reject the Application for Empanelment or proposal to award the contract or the subsequent contract performance and declare the Applicant ineligible to be empanelled or awarded future contract. Such Applicant shall not be eligible to participate in any Empanelment by Exim Bank or any other project being funded by Exim Bank.
- 6.6 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) “**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Empanelment Process or engaging in any manner whatsoever, during the Empanelment Process;
  - b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
  - c) “**Anti-competitive practice**” means any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more Applicants, that may impair the transparency, fairness and the progress of the Empanelment Process;
  - d) “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Empanelment Process;
  - e) “**undesirable practice**” means establishing contact with any person with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process;
  - f) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process; and
  - g) “**Obstructive practice**” means any practice which materially impede the Authority’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the

investigation or from pursuing the investigation; or by impeding the Authority's rights of audit or access to information.

### PART-III: APPLICATION FORMS AND APPENDICES

#### Application Submission Form

Date: [insert day, month, and year]

RFE No.: [insert number\*\*]

RFE Title: [Insert Title\*\*]

To,

Export-Import Bank of India  
Office Block, Tower 1  
7<sup>th</sup> Floor, Adjacent Ring Road  
Kidwai Nagar [East]  
New Delhi -110023

Dear Sir,

**Sub: Application for continuous Empanelment of Consultant as Technical and Procurement experts in Exim Bank**

1. With reference to your Empanelment Document dated \_<sup>2</sup>\_, including Addendum No(s).\_\_\_\_\_<sup>3</sup>, we **(Name of the Applicant)**, having examined the Empanelment Document and understood its contents, hereby submit our/my Application for the aforesaid subject request to be empanelled with Exim Bank for the following consultancy services and sectors/ sub-sectors:

| Sr. No. | Type of Consultancy services#                                                                                         | Whether applied (Yes / No) | Sector* | Sub-sector @ |
|---------|-----------------------------------------------------------------------------------------------------------------------|----------------------------|---------|--------------|
| 1       | Preparation of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR) |                            |         |              |
| 2       | Vetting of Techno-Economic Viability (TEV) reports / Project Feasibility Reports / Detailed Project Reports (DPR)     |                            |         |              |
| 3       | Lender's Independent Engineer (LIE) Services                                                                          |                            |         |              |
| 4       | Socio-Economic Impact Assessment (SEIA)                                                                               |                            |         |              |
| 5       | Procurement Expert Services (Sector Agnostic)                                                                         |                            | --X--   | --X--        |

*# Delete the rows in the table as per requirement.*

*\*To mention one or more sectors from below mentioned list:*

- 1) Railways
- 2) Roads & Highways
- 3) Power

<sup>2</sup> All blank spaces shall be suitably filled up by the Applicant to reflect the particulars relating to such Applicant.

<sup>3</sup> insert the number and issuing date of each addendum or "nil" if no addendum is issued.



- 4) *Water and Irrigation*
- 5) *Civil construction*
- 6) *Health Care*
- 7) *Agriculture*

*@To mention one or more sub-sectors from below mentioned list:*

- 1) *Power transmission and distribution*
- 2) *Thermal*
- 3) *Hydro*
- 4) *Solar*
- 5) *Wind*
- 8) *Dams*

The Application is unconditional and unqualified.

- 2. I/We acknowledge that Exim Bank will be relying on the information provided in the Application and the documents accompanying the Application for Empanelment of Consultants as Technical /procurement Experts with Exim Bank, and I/we certify that all the information provided in the Application and in Forms, are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
- 3. This statement is made for the express purpose of Empanelment as an Applicant with Exim Bank.
- 4. I/We confirm that I/we meet all the criteria specified in the Empanelment Document and agree and undertake to abide by all the terms and conditions of the Empanelment Document.
- 5. I/ We confirm that I/ we am/ are an Indian entity, as prescribed in the manner provided in the Empanelment Document.
- 6. I/We shall make available to the Exim Bank any additional information it may find necessary or require to supplement or authenticate the Application.
- 7. I/We acknowledge the right of the Exim Bank to reject my/our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law, my/our right to challenge the same on any account whatsoever.
- 8. I/We understand that Exim Bank may cancel the Empanelment Process at any time and that Exim Bank is neither bound to accept any Application that Exim Bank may receive nor to invite the Applicants to Bid for the Project, without incurring any liability to the Applicants.
- 9. I/We agree and understand that the Application is subject to the provisions of the Empanelment Document. In no case, I/we shall have any claim or right of whatsoever nature if I/we am/are not Empanelled or my/our Application is not opened or rejected in accordance with the terms and conditions of the Empanelment Document.

10.I/ We confirm that I/ we do not have our beneficial owners in a country which restricts the participation of Applicants from India.

11.I/We declare that:

- a) I/We have examined and have no reservations to the Empanelment Document, including any Addendum issued by the Exim Bank;
- b) I/We confirm that I/we am/are currently not under default on any loan to any bank/ financial institution (FI) and my/our account has not been classified as Non-Performing Asset (NPA) as per Central Repository of Information on Large Credits (CRILC) database. I/We further confirm that my name/none of our promoters/directors (excluding nominee directors and independent directors) appear in Credit Information Bureau India Ltd. (CIBIL) Defaulter List;
- c) I/we confirm that us or any of our member(s) or promoters / directors (excluding nominee directors and independent directors) have not been reported as fraud under the present promoter / directors by any Bank / Financial Institution in India;
- d) I/We confirm that we have not been debarred by Exim Bank, in accordance with Exim Bank's Debarment Policy;
- e) I/We hereby certify that I/we have taken steps to ensure that in conformity with the provisions of the Empanelment Document, no person acting for me/us or on my/our behalf has engaged or will engage in any corrupt, fraudulent, anti-competitive, coercive, undesirable, restrictive or obstructive practices;
- f) I/We confirm that I / we have no instance of contract non-performance as a result of our default;
- g) I/We confirm that there have not been any records of poor performance during the last five years by me/us, as on the date of submission of the Application, for projects in which I/we am/are acting as the 'Consultant', including but not limited to abandoning the work, services, rescission of the contract for reasons which are attributable to non-performance of the applicant, inordinate delays in completion, breach of environmental or social contractual obligations, consistent history of litigation resulting in awards against the applicant or any of the constituents, or financial failure due to insolvency and/or bankruptcy, as evidenced by, but not limited to, imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant.; and
- h) I/We confirm that I/we have no record of rescission of contract as a part of a joint venture.

12.I/We certify that in regard to matters other than security and integrity of the India, I/we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on my/our ability to undertake any future assignment or which relates to a grave offence that outrages the moral sense of the community. I/We further certify that in regard to matters relating to security and integrity of the country, I/we have not been facing any investigation or charge-sheeted by any agency of the Government or convicted by a court of law.

13. I/We further certify that I/we have not made any misleading or false representations in the forms, statements, affidavits and attachments submitted as a part of the Application.
14. I/We further certify that we have not been (a) blacklisted/ debarred/ sanctioned/ suspended by any Multilateral Development Banks such as World Bank, Asian Development Bank or Exim Bank, in accordance with extant rules and procedures, or (b) blacklisted, debarred or suspended by any Ministry / Authority of GOI (c) convicted for an offense under (i) India's Prevention of Corruption Act, 1988, or (ii) the Bharatiya Nyaya Sanhita, 2023 or (iii) any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract or (iv) for a criminal action including but not limited to cheating / fraud.
15. I/We further certify that I have not been /we or any member have not been admitted by the National Company Law Tribunal for initiating corporate insolvency resolution process under the Indian Bankruptcy Code or has/have declared individual insolvency and bankruptcy.
16. I/We undertake that in case due to any change in facts or circumstances during the Empanelment Process, I/we are attracted by the provisions of disqualification in terms of the provisions of the Empanelment Document, I/we shall intimate Exim Bank of the same immediately.
17. I/We hereby confirm that I/we do not have a close business relationship or family relationship or in its employment any near relations (defined as first blood relations, and their spouses, of the Applicant or the Applicant's spouse) of persons involved in decision making in the Empanelment process at the Exim Bank.
18. I/ We confirm that no legal, financial or technical adviser of the Exim Bank in relation to the Empanelment process is engaged by us.
19. I/We hereby irrevocably waive any right or remedy which I/ we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Exim Bank in connection with the empanelment of the Applicant, or in connection with the Empanelment Process itself.
20. I/We agree to the provisions of the Public Procurement Order No. 4 dated February 23, 2023, issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Finance, Government of India, and undertake to abide by the provisions of this Order. I/We have read the Clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and countries that restrict the participation of Bidders / Applicants from India and on sub-contracting to contractors from such countries; I/We certify that I/we shall not sub-contract any work to an Agency from such countries unless such Agency is registered with the Competent Authority. I/We hereby certify that I/we fulfil all requirements in this regard and is eligible to be considered. I/We agree to submit/ ensure that our Sub-contractors shall submit, at Exim Bank's request, evidence of the origin of materials, equipment and services.

21. I/We confirm that the contents of this form have not been altered / modified unless explicitly required to be altered / modified at places provided by the Exim Bank. The contents including the consents / agreements and declarations provided in this Form are as per the Form provided by the Exim Bank in the Empanelment Document.

In witness thereof, I/we submit this Application under and in accordance with the terms of the RFE Document.

Signature *[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]*

*Notes:*

*a) Form to be filled in by the Applicant.*

*b) All italicised text is for use in preparing this form and shall be deleted from the final product.*

**FORM-I: Applicant Information Form**  
*[to be filled by Applicant]*

Date: *[insert day, month, year]*  
RFE No. and Title: *[insert RFE number and title]*

|                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant's name:<br><i>[insert full name]</i>                                                                                                                                                                                                                                                                                                            |
| Applicant's country of registration:<br><i>[indicate country of Constitution]</i>                                                                                                                                                                                                                                                                         |
| Applicant's actual year of incorporation:<br><i>[indicate year of Constitution]</i>                                                                                                                                                                                                                                                                       |
| Applicant's legal address [registered in India]:<br><i>[insert street/ number/ town or city/ country]</i>                                                                                                                                                                                                                                                 |
| Applicant's authorized representative information:<br>Name: <i>[insert full name]</i><br>Designation: <i>[insert designation]</i><br>Address: <i>[insert street/ number/ town or city/ country]</i><br>Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i><br>E-mail address: <i>[indicate e-mail address]</i> |
| Has the Applicant been barred by the Central Government, or any entity controlled by it, from participating in any project: [Yes/No]<br>If yes, does the bar subsist as on the date of Application: [Yes/No]                                                                                                                                              |

**Supporting certificates / documents**, for Applicant to be submitted as below:

- a. Copy of Memorandum and Articles of Association, if the Applicant is a body corporate, and if a partnership firm, then a copy of its partnership deed or any other equivalent document for entities other than body corporate/ partnership firm.
- b. Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration or any other equivalent document for entities other than body corporate/ partnership firm.
- c. PAN and GST Registration Details.
- d. Organizational chart (Not applicable in case the Applicant is an individual.)
- e. List of Board of Directors with their complete designation in case of nominee directors in case of body corporate/company and List of Partners with complete address in case of partnership firm.(Not applicable in case the Applicant is an individual.)
- f. The beneficial ownership with respective shareholding and nationality of shareholders. (Not applicable in case the Applicant is an individual.)
- g. 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 as per format at Appendix-I and a copy of relevant Company Board Resolution referred herein. (Not applicable in case the Applicant is an individual.)

## FORM-II: Pending Contract Litigation

**Pending Litigation:** [Yes, Pending Litigation /No Litigation Pending]

If Contract Litigation is Pending, provide details:

| Year of dispute                | Amount in dispute (currency) | Contract Identification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Total Contract Amount (INR) | Amount of specific provision already made, if any                                 |
|--------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------|
| <i>[insert financial year]</i> | <i>[insert amount]</i>       | Contract Identification:<br>[indicate complete contract name, number, date, value and any other identification]<br><br>Name of Employer: <i>[insert full name]</i><br><br>Address of Employer: <i>[insert street/city/country]</i><br><br>Matter in dispute: <i>[indicate main issues in dispute]</i><br><br>Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i><br><br>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 Reporting Currency equivalent and specify exchange rate]</i> |
|                                | <i>Total:</i>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             | <i>Total:</i>                                                                     |

Signature *[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]*

### Form-III: Contract Litigation History

Litigation since the date preceding 5 (five) years from the Application submission date:  
[Yes, Contract Litigation Awarded/No Litigation History]

If Contract Litigation Awarded, provide details:

| Year of award                  | Outcome as percentage of Net Worth | Contract Identification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total Contract Amount (INR)                                                                |
|--------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <i>[insert financial year]</i> | <i>[insert percentage]</i>         | <p>Contract Identification: [indicate complete contract name, number, date, value and any other identification]</p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i></p> <p>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></p> | <i>[insert amount in Reporting Currency equivalent and specify exchange rate and date]</i> |
|                                |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                            |
|                                | <i>Total:</i>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                            |

Signature *[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]*



## FORM-IV: Financial Status

**(i) In case the Applicant is not an Individual**

*[The following table shall be filled in for the Applicant and shall be certified by the independent chartered accountant. Failure to comply with this requirement may result in rejection of the Application.]*

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

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

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

### Financial data

| Type of Financial information                  | Historic information for previous five (5) <i>years</i> ,<br>(amount in INR)* |     |     |     |                |
|------------------------------------------------|-------------------------------------------------------------------------------|-----|-----|-----|----------------|
|                                                | D-4                                                                           | D-3 | D-2 | D-1 | D <sup>4</sup> |
| <b>Sources of Fund</b>                         |                                                                               |     |     |     |                |
| Share Holder's Fund                            |                                                                               |     |     |     |                |
| Loan Fund                                      |                                                                               |     |     |     |                |
| <b>Application of Fund</b>                     |                                                                               |     |     |     |                |
| Fixed Assets                                   |                                                                               |     |     |     |                |
| Investments                                    |                                                                               |     |     |     |                |
| Net Current Assets                             |                                                                               |     |     |     |                |
| (i) Current assets, loans and advances         |                                                                               |     |     |     |                |
| Less: (ii) Current liabilities & provisions    |                                                                               |     |     |     |                |
| Misc. exp. to the extent not W/Off or adjusted |                                                                               |     |     |     |                |
| Profit and Loss Account                        |                                                                               |     |     |     |                |
| <b>Net Worth</b>                               |                                                                               |     |     |     |                |
| Net Worth                                      |                                                                               |     |     |     |                |
| <b>Information from Income Statement</b>       |                                                                               |     |     |     |                |
| Income                                         |                                                                               |     |     |     |                |
| Expenditure                                    |                                                                               |     |     |     |                |
| Profit/(Loss) Before Tax (PBT)                 |                                                                               |     |     |     |                |
| Profit/(Loss) After Tax (PAT)                  |                                                                               |     |     |     |                |
| <b>Information From Cash Flow Statement</b>    |                                                                               |     |     |     |                |

<sup>4</sup> Year of submission of application for empanelment.

|                                     |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|
| Cash Flow from Operating Activities |  |  |  |  |  |
| Cash Flow from Investments          |  |  |  |  |  |
| Cash Flow from Financing Activities |  |  |  |  |  |

Registration No/ Membership No:

Stamp

(of the independent chartered accountant)

Date:

Place:

UDIN:

**Supporting certificates / documents**, for Applicant to be submitted as below:

- a. Copies of duly audited complete annual accounts<sup>5</sup> of the Applicant for preceding 5 years as specified in Sub-Clause 2.8.3 which shall:
  - i. reflect the financial situation of the Applicant and not of an affiliated entity (such as parent company or group member);
  - ii. be independently audited or certified in accordance with local legislation;
  - iii. be complete, including all notes to the financial statements;
  - iv. correspond to accounting periods already completed and audited.
- b. Audited Annual Reports which shall be duly signed and stamped by Statutory Auditor. Notwithstanding the same, in case the Applicant is an entity where Statutory Auditor is not required to be appointed under applicable law, a certificate from an independent chartered accountant may be provided by such Applicant.

**(ii) In case the Applicant is an Individual**

- a) Audited Accounts/CA Certificate of the last three (3) Financial Years from the date of submission of the application, evidencing Fee from Consultancy Assignments. ITR of last 3 Financial Years should also be submitted as additional information.

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<sup>5</sup> Provided that in case the annual accounts for the latest Accounting Year are not audited and therefore the Applicant cannot make it available, the Applicant shall provide provisional results for the latest Accounting Year. In such a case, the Applicant shall also provide the Audited Annual Reports for 5 (five) years preceding the year for which the Audited Annual Report is not being provided.

### FORM-V: Certified Management System

*[The following table shall be filled in for the Applicant]*

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

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

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

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

Signature *[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]*

**Supporting certificates / documents** for Applicant to be submitted as below:

Self-attested copy of ISO Accreditation / Quality Management System Certificate.

## FORM-VI: Eligibility Under Public Procurement Orders

*[The following certificate to be given by the Applicant]*

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

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

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

This is to confirm that *[insert Applicant's full name]* has / have read the Procurement Order No.4 dated February 23, 2023, issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Finance, Government of India regarding restrictions on procurement from a bidder of a country which shares a land border with India, and it is further confirmed that I/We fulfill all requirements in this regard and is eligible to be considered for the Empanelment process.

---

*(Signature)*

*[Name of Authorized Signatory]*

*[Title of Authorized Signatory]*

*Date:*

*[To be attested by the authorized representative of the Applicant]*

## FORM-VII: Experience

*[The following table shall be filled in for the Applicant]*

Applicant's Name: *[insert full name]*  
 Date: *[insert day, month, year]*  
 RFE No. and title: *[insert RFE number and title]*

*[The following table shall be filled in for contracts completed by the Applicant.]*

### A. Experience for Technical Expert (ref. clause 3.1):

|                                                                                                                |                                                                                      |                                                                              |                                                                              |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Contract Identification                                                                                        | <i>[insert contract name and number, if applicable]</i>                              |                                                                              |                                                                              |
| Contract date                                                                                                  | <i>[dd/mmm/yyyy]</i>                                                                 |                                                                              |                                                                              |
| Completion date                                                                                                | <i>Contractual:</i><br><i>[dd/mmm/yyyy]</i>                                          | <i>Actual:</i><br><i>[dd/mmm/yyyy]</i>                                       |                                                                              |
| Role in Contract<br><i>[check the appropriate box]</i>                                                         | <input type="checkbox"/> Prime Contractor "                                          | <input type="checkbox"/> Member in JV"                                       |                                                                              |
| Total Contract Amount                                                                                          | <i>[insert total contract amount in contract currency]</i>                           | <i>[insert Exchange rate and total contract amount in contract currency]</i> |                                                                              |
| If member in a JV, specify participation in total Contract amount                                              | <i>[insert a percentage amount]</i>                                                  | <i>[insert total contract amount in local currency]</i>                      | <i>[insert exchange rate and total contract amount in contract currency]</i> |
| Employer Details                                                                                               | Employer's Name:<br>Address:<br>Telephone, fax number, E-mail:                       |                                                                              |                                                                              |
| Description of the similarity                                                                                  | <i>[Name the Sector/ Sub-sector]</i>                                                 |                                                                              |                                                                              |
| <b>For the above contract, mention the following attributes for which consultancy services were performed:</b> |                                                                                      |                                                                              |                                                                              |
| 1. Capacity/ Physical size of key works items                                                                  | <i>[insert capacity/ physical size of key work items]</i>                            |                                                                              |                                                                              |
| 2. Complexity                                                                                                  | <i>[insert description of complexity]</i>                                            |                                                                              |                                                                              |
| 3. Methods/ Technology                                                                                         | <i>[insert specific aspects of the methods/ technology involved in the contract]</i> |                                                                              |                                                                              |
| 4. Other Characteristics                                                                                       | <i>[insert other characteristics as appropriate]</i>                                 |                                                                              |                                                                              |

**Supporting certificates / documents, for Applicant to be submitted as below:**

- a. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued

by the Project Authority for each contract submitted under this Clause, giving, inter alia, details of scope and value of consultancy services performed by the Applicant, contract start and completion dates.

- b. In case the contracts submitted under this Clause are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV and the JV Agreement to substantiate Individual JV member's delineated roles, responsibilities and scope and value of consultancy services.

**In case the Applicant is an Individual:**

Submission of Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer is essential. Where the applicant is not able to furnish FAC/ Completion Certificate/ Testimonial Letters, the applicant is required to submit invoices raised, bill-wise details of payment received duly certified by the Chartered Accountant, TDS certificate for all payments received and copy of final / last bill paid by Project Authority/Client/ Employer in support of FAC/ Completion Certificate/ Testimonial Letters.

**B. Experience for Procurement Expert (ref. clause 3.2):**

| Experience in relevant key assignments completed during past 10 years |                                                                          |                                                          |                                   |                                   |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------|-----------------------------------|
| Sr. No.                                                               | Particulars                                                              | Names and addresses of client/project authority/employer | Value of the assignment (in INR)* | Completion date of the assignment |
| 1                                                                     | Name of the Project:<br><br>Brief description:<br><br>Scope of Services: |                                                          |                                   | [dd/mmm/yyyy]                     |
| 2                                                                     |                                                                          |                                                          |                                   |                                   |
| 3                                                                     |                                                                          |                                                          |                                   |                                   |
| 4....                                                                 |                                                                          |                                                          |                                   |                                   |

*\* insert exchange rate and total value in respective currency.*

The following table shall be filled in for contracts / assignments handled as Procurement specialist or similar position in the last 5 (five) years\*:

|                                                                   |                                                                        |                                                         |                                                                              |
|-------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------|
| Contract Identification                                           | <i>[insert contract name and number, if applicable]</i>                |                                                         |                                                                              |
| Contract date                                                     | <i>[dd/mmm/yyyy]</i>                                                   |                                                         |                                                                              |
| Completion date                                                   | <i>Contractual:</i><br><i>[dd/mmm/yyyy]</i>                            | <i>Actual:</i><br><i>[dd/mmm/yyyy]</i>                  |                                                                              |
| Role in Contract<br><i>[check the appropriate box]</i>            | <input type="checkbox"/> Prime Contractor "                            |                                                         | <input type="checkbox"/> Member in JV"                                       |
| Total Contract Amount                                             | <i>[insert total contract amount in contract currency]</i>             |                                                         | <i>[insert Exchange rate and total contract amount in contract currency]</i> |
| If member in a JV, specify participation in total Contract amount | <i>[insert a percentage amount]</i>                                    | <i>[insert total contract amount in local currency]</i> | <i>[insert exchange rate and total contract amount in contract currency]</i> |
| Client/Employer Details                                           | Employer's Name:<br><br>Address:<br><br>Telephone, fax number, E-mail: |                                                         |                                                                              |
| Name of the Project:<br><br>Brief description:                    |                                                                        |                                                         |                                                                              |
| Details of the scope of services as Procurement                   |                                                                        |                                                         |                                                                              |

|            |  |
|------------|--|
| specialist |  |
|------------|--|

**\*Supporting certificates / documents**, for Applicant to be submitted for above table as below:

- a. Final Acceptance Certificate/ Completion Certificate/ Testimonial Letters issued by the Project Authority for each contract submitted under this Clause, giving, inter alia, details of scope and value of consultancy services performed by the Applicant, contract start and completion dates.
- b. In case the contracts submitted under this Clause are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV and the JV Agreement to substantiate Individual JV member's delineated roles, responsibilities and scope and value of consultancy services.

**In case the Applicant is an Individual:**

Submission of Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer is essential. Where the applicant is not able to furnish FAC/ Completion Certificate/ Testimonial Letters, the applicant is required to submit invoices raised, bill-wise details of payment received duly certified by the Chartered Accountant, TDS certificate for all payments received and copy of final / last bill paid by Project Authority/Client/ Employer in support of FAC/ Completion Certificate/ Testimonial Letters.



## Appendix-I

### Format for Power of Attorney (POA) for signing of Application

Know all men by these presents, We (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), son/daughter/wife of----- and presently residing at -----,who is presently employed with us and holding the position of -----, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for Empanelment Process including but not limited to signing and submission of all Application and other documents and writings, participate in the Empanelment Process and other conferences and providing information/ responses to Exim Bank, representing us in all matters before Exim Bank, and generally dealing with Exim Bank in all matters in connection with the Project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2.....

For

\_\_\_\_\_  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Notarized)

Accepted

\_\_\_\_\_  
(Signature)

(Name, Title and Address of the Attorney)

*Notes:*

- *Applicable stamp duty paid as per applicable law.*
- *The mode of execution of the Power of Attorney should be in*

*accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

- *Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**Appendix-II**  
**Format for Curriculum Vitae (CV)**

**1. General Information-**

|                                                                                                                                                                                    |                                                                       |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|
| <b>Personnel information</b>                                                                                                                                                       | Name:                                                                 | Date of birth: |
|                                                                                                                                                                                    | Address:                                                              | E-mail:        |
|                                                                                                                                                                                    | Mobile No.:                                                           |                |
|                                                                                                                                                                                    | Country of Citizenship:                                               |                |
| <b>Qualifications</b><br><i>[List college / university or other specialised education, giving names of education institutions, dates attended, degree(s)/diploma(s) obtained.]</i> | Professional qualifications:                                          |                |
|                                                                                                                                                                                    | Academic qualifications:                                              |                |
|                                                                                                                                                                                    | Specialization:                                                       |                |
|                                                                                                                                                                                    | Registration/Membership in Professional Associations / Organizations: |                |
| <b>Other Training(s)</b>                                                                                                                                                           |                                                                       |                |

**2. Employment Record-**

|                                     |                      |                                        |
|-------------------------------------|----------------------|----------------------------------------|
| <b>Present Employment</b>           | Address of employer: |                                        |
|                                     | Telephone:           | Contact (manager / personnel officer): |
|                                     | Fax:                 |                                        |
|                                     | Job title:           | Years with present employer:           |
| <b>Countries of work experience</b> |                      |                                        |

**3. Relevant Experience-**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the current Empanelment process.

| Project                       | Role                                              | Duration of involvement<br>(in Month, Year) |           | Relevant Experience                                        |
|-------------------------------|---------------------------------------------------|---------------------------------------------|-----------|------------------------------------------------------------|
| <i>[Main project details]</i> | <i>[Role and responsibilities on the project]</i> | <i>From</i>                                 | <i>To</i> | <i>[describe the experience relevant to this position]</i> |
|                               |                                                   |                                             |           |                                                            |
|                               |                                                   |                                             |           |                                                            |
|                               |                                                   |                                             |           |                                                            |

**4. Languages known (Including foreign languages) with proficiency level (Good, Fair, Basic) –**

| Language | Speaking | Reading | Writing |
|----------|----------|---------|---------|
|          |          |         |         |
|          |          |         |         |
|          |          |         |         |

### Declaration

I, the undersigned, certify that to the best of my knowledge and belief, the information contained herein correctly describes myself, my qualifications and my experience.

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during the Empanelment process;
- (b) result in rejection of my Application, ineligible to be empanelled or award of future contract.

Name: [*insert name*]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Note:***

- 1. All italicised text is for use in preparing this form and shall be deleted from the final product.***
- 2. Copy of Registration / Membership certificate in Professional Associations / Organizations to be attached.***

### CHECKLIST-I Forms and Documents to be submitted

| Form No.    | Details of Forms and Documents                                                                                                                                                                                                                                                                                                                                          | Page no. |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Form-I      | Applicant Information Form                                                                                                                                                                                                                                                                                                                                              |          |
| Attachments | Articles & Memorandum of Association                                                                                                                                                                                                                                                                                                                                    |          |
|             | Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration                                                                                                                                                                                                                                                 |          |
|             | PAN and GST Registration Details                                                                                                                                                                                                                                                                                                                                        |          |
|             | Organizational chart (Not applicable in case the Applicant is an individual.)                                                                                                                                                                                                                                                                                           |          |
|             | List of Board of Directors with their complete designation in case of nominee directors (Not applicable in case the Applicant is an individual.)                                                                                                                                                                                                                        |          |
|             | Beneficial ownership with respective shareholding and nationality of shareholders (Not applicable in case the Applicant is an individual.)                                                                                                                                                                                                                              |          |
|             | 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 and a copy of relevant Company Board Resolution referred therein. (Not applicable in case the Applicant is an individual.)                         |          |
| Form-II     | Pending Contract Litigation                                                                                                                                                                                                                                                                                                                                             |          |
| Form-III    | Contract Litigation History                                                                                                                                                                                                                                                                                                                                             |          |
| Form-IV     | Financial Status                                                                                                                                                                                                                                                                                                                                                        |          |
| Attachment  | <p>Audited Annual Reports for the last 5 years</p> <p><b>In case the Applicant is an Individual:</b></p> <p>a) Audited Accounts/CA Certificate of the last three (3) Financial Years from the date of submission of the application, evidencing Fee from Consultancy Assignments. ITR of last 3 Financial Years should also be submitted as additional information.</p> |          |
| Form-V      | Certified Management System (Not applicable in case the Applicant is an individual.)                                                                                                                                                                                                                                                                                    |          |
| Attachment  | Self-attested copy of ISO Accreditation / Quality Management System Certificate                                                                                                                                                                                                                                                                                         |          |
| Form-VI     | Eligibility under Public Procurement Orders                                                                                                                                                                                                                                                                                                                             |          |
| Form-VII    | Experience                                                                                                                                                                                                                                                                                                                                                              |          |
| Attachments | <p><b>(i) In case the Applicant is not an Individual</b></p> <p>a) Final Acceptance Certificate (FAC) / Completion</p>                                                                                                                                                                                                                                                  |          |

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|  | <p>Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer for each contract giving, inter alia, details of scope of work executed by the Applicant, contract start and completion dates.</p> <p>b) In case the contracts are executed by the Applicant as a member of JV, a copy of Agreement between Project Authority and JV and the JV Agreement to substantiate Individual JV member's delineated roles, responsibilities and scope and value of work.</p> <p><b>(ii) In case the Applicant is an Individual</b></p> <p>a) Submission of Final Acceptance Certificate (FAC) / Completion Certificate/ Testimonial Letters issued by the Project Authority/Client/Employer is essential. Where the applicant is not able to furnish FAC/ Completion Certificate/ Testimonial Letters, the applicant is required to submit invoices raised, bill-wise details of payment received duly certified by the Chartered Accountant, TDS certificate for all payments received and copy of final / last bill paid by Project Authority/Client/Employer in support of FAC/ Completion Certificate/ Testimonial Letters.</p> <p>b) Curriculum Vitae (CV), as applicable</p> |  |
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