

**Annexure I**

**APPLICATION FORM FOR EMPANELMENT OF CONSULTANTS FOR TEV**

**1. GENERAL**

Name of Consultant/Organization Details of Key Person	
Address of the registered office	
Telephone numbers / Mobile No. /	
PAN NO GST NO	
E mail address	
Particulars of administrative office and branches (addresses with telephone, mobile numbers etc should be given)	
Constitution (copies of by-laws/memorandum and articles of association, as applicable should be enclosed)	The Applicant may be an Individual/ Proprietorship/ Partnership firms/ Public/ Private limited companies, Limited Liability Partnership, Trust, HUF etc.
Date of registration/incorporation	
Date of commencement of business	
Type of Industry, Size (Project outlay) and Location for which empanelment is sought:	
Has the firm or any of its Promoters/ Directors/ Partners/ Professional staff/ Specialized staff (appearing in para 5 & 6) been convicted of any offence and sentenced to a term of imprisonment?	
Has the firm or any of its Promoters/ Directors/ Partners/ Professional staff/ Specialized staff (appearing in para 5 & 6) been found guilty of misconduct in their professional capacity and not been debarred/ dis-empanelment from the panel of any Bank?	

**2 BRIEF HISTORY:**

Brief particulars of the organization, indicating changes, if any, in the name, constitution and management	
Total paid-up capital	



Particulars of capital/shares held		
<u>Name (Resident/Non-Resident)</u>	<u>Address</u>	<u>% and amount of share capital held (in Lacs)</u>
1)		
2)		
<u>Name &amp; Addresses of present bankers</u>		
<u>Brief particulars of the activities, other than consultancy</u>		
<u>Particulars of consultancy income during last 3 years</u> i) Copies of latest audited financial statements/annual reports or copies of provisional financial statements in the absence of audited accounts should be enclosed ii) Income tax clearance certificate (To be enclosed)		
<u>Range of consultancy fees</u>		

<b>Particulars of membership/registration with national/international institutions/agencies (eg Institute of Engineers/ valuers, Chartered Accountants, Cost Accountants, valuers, NACE, IBRD, ADB, CFTC etc)</b>		
<u>a) Name of professional body</u>	<u>Type of membership</u>	
<b>Particulars of present empanelment:</b>		
<u>b) Name of the organization</u>	<u>Type of services for which registered / enlisted</u>	<u>Period of Empanelment</u>
<u>Particulars of associations with foreign consultancy organizations, if any</u>		



## 3. AREA OF SPECIALISATION

Service for which enlistment is sought, type of industry group and size of project should be clearly indicated

Type of services rendered

Type of Industry

Size

## 4. LIST OF IMPORTANT ASSIGNMENTS HANDLED (IN INDIA/ABROAD)

Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned in Rs.	Name(s) of the firms associated with the assignment	Other relevant information such as capital cost of the project in the project report, progress of implementation recommendations etc

## 5. PARTICULARS OF PROMOTERS/ PARTNERS/ DIRECTORS

Sr No	Name & Designation	Age	Qualification	Industrial consultancy experience	Whether working as a partner/ directors	Particulars of partnership/ directorship with other organizations, if any

## 6. PARTICULARS OF PROFESSIONAL / SPECIALISED STAFF (\*Full /part-time &amp; Associates)

Sr No	Name & Designation	Age	Qualification	Specialization	Full/part time & Associates	Particulars of previous experience
	i) Detailed bio data of all the professionals to be enclosed ii) Copies of 'No Objection Certificate' from present employers in case of part-time professionals iii) Copies of consent letters from associates					

**Disclaimer:**

I / We understand that mere empanelment with Central Bank of India does not guarantee assignments during the period of empanelment.

I / We further understand that the Bank at its sole discretion may alter, add or delete any of the terms and conditions for empanelment as deemed fit. The decision of the Bank will be final and binding on me / us.



I / We undertake that the information/data/documents furnished/submitted are true and correct to the best of my/our knowledge and belief.

I / We also undertake to maintain confidentiality of customer's information even after the contract expires or gets terminated.

Date:  
Place:

Authorized Signatory  
(Sign & Seal)



## EMPANELMENT OF CONSULTANTS FOR TEV STUDY.

### Eligibility criteria for Empanelment of Consultants for TEV study.

#### **1.Scope of Services Required:**

The service required normally relates to project appraisal, financial management, market study/research, management consultancy, viability study of sick units and rehabilitation, etc.

#### **2. Constitution:**

The consultant may be partnership firm, private/public limited company or any consultancy organization promoted by State Government solely or jointly with financial institutions.

#### **3. Qualification:**

In case of consultant firm, specialist staff with requisite qualification i.e. Minimum BE/B.Tech. or equivalent qualification in the field of service offered, should be on the rolls of employment or available on retention basis with them. Such specialist staff may include senior retired engineers/professors.

#### **4. Experience:**

In the case of consultant firm, the specialist staff employed/retained should possess minimum 10 years experience in the field of specialization/services. Firm/ Company should be minimum 3 years in existence.

#### **5. Financial Status / Background:**

Status reports from the bankers should be obtained and the same should be satisfactory. Copies of last 3 years' financial statements are to be obtained in case of firms/companies, etc.

#### **6. Affiliation:**

Consultants should have secured registration/membership with the concerned Department/Professional Body/Agency.

#### **B. Application Form:**

Application form for enlistment of Consultants for undertaking TEV study is enclosed as **Annexure I**.



**C. Copies of Documents to be submitted along with application:**

- a. Registration with local authorities.
- b. Memorandum & Articles of Association for company.
- c. Audited Balance sheets for the last three years.
- d. Other documents supporting expertise.
- e. Registrations with professional bodies/organizations.
- f. Letters of empanelment from other banks/financial Institutions.
- g. TEV reports prepared in the past (last three).
- h. CV of all key personnel, including that of technical experts.
- i. Letters of assignments from clients (for TEV studies carried out).
- j. Copies of 'No Objection Certificate' in case of present employers of part-time professionals.
- k. Copies of consent letters from associates (if applicable).

**D. Fee structure payable is as under:**

Sr No	Project Cost	Fees	Maximum Fees
1	Upto Rs.1 Crore	0.10% of Project Cost	Maximum Rs.10000/-
2	Over Rs.1 Crore to Rs.5 Crore	0.05% of Project Cost	Minimum Rs.10000/- Maximum Rs.25000/-
3	Over Rs.5 Crore	0.05% of Project Cost	Minimum Rs.25000/- Maximum Rs.50000/-

**E. Coverage of TEV Study:**

TEV Study report should normally cover the following aspects specifically, depending upon the availability of inputs:

- i) **Promoters & their background** – only objective assessment of Promoters and their background based on their experience, existing operations and professional qualifications etc. to be given. Relevance of these to the proposed venture in case of new units to be brought out.
- ii) **Project cost & Means of finance.**
- iii) **Financial analysis in case of existing units** with a view to ascertaining investible surplus, expected cash accruals during the implementation of the proposed new/expansion/diversification project. Other aspects to be studied include inventory and receivable levels maintained vis-à-vis normative requirements and/or Industry standards.
- iv) **Plant and Machinery** - comments on condition, balancing/ adequacy of existing/proposed machinery, technological level, suppliers of machinery etc should be given. In case of second hand machinery, availability of chartered engineer's certificate on age of machinery, condition of machinery, reasonability of cost, residual life and availability of spares etc should also be seen and commented upon.
- v) **Infrastructure** - availability of the required infrastructure, arrangements made/proposed and adequacy thereof



- vi) **Raw materials** - required raw materials, quantitative requirements based on yield data, sources of supply, cost of raw materials and their availability position etc
- vii) **Products** - main product(s) to be manufactured, bye-products and wastes etc. Quantitative projections (where available/ possible) proposed selling price vis-à-vis current market prices etc
- viii) **Market & Marketing Arrangements** - Demand supply data/ position. Other competitors in the industry, imported substitutes, targeted consumer segment.
- ix) **Assessment of Working Capital requirements.**
- x) **Assessment of Term Loan requirement.**
- xi) **SWOT analysis** including risk factors and risk mitigants.
- xii) **Concluding comments** on technical feasibility and economic viability including BEP analysis, DSCR calculations, IRR calculations and sensitivity analysis on sales and major inputs. Debt servicing capacity of the project at different DSCR levels may be worked out where the project DSCR is lower than the benchmark figure for the limits sought by the applicant/ borrower.

The above list is illustrative and not exhaustive. The sanctioning authority may decide on additions/deletions to the above list, on case to case basis and depending on the nature of the project and purpose of the report i.e new finance or restructuring.

**(TEV Study should not cover aspects like need for collateral security, etc. and other benefits to the Bank as these is to be left to the sanctioning authority. Likewise, valuation of assets is also to be carried out by the approved valuers of the Bank).**

**Time limit for submission of Report by Consultant:**

The time limit for submission of the Report may be decided on case to case basis and the same would be indicated in the assignment letter to be given to the consultant.

**F. Disclaimer:**

It may be made clear that being on the panel of consultants of Central Bank of India does not guarantee assignments during the period of empanelment.

The Bank has sole discretion of altering, adding or deleting any of its terms and conditions as deem fit during the process of approval. The decision of the Bank will be final and binding on all the parties.

The intending Consultants have to submit applications in the standard application format attached as **Annexure 1**, directly to Central Office with all certified copies of relevant documents stated in the note.

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