

**STATE BANK OF INDIA, LHO AHMEDABAD**

**EMPANELMENT OF TEV CONSULTANTS**

**REVIEW/ RENEWAL OF EXISTING PANEL & EMPANELMENT OF NEW CONSULTANTS**

As per uniform guidelines issued by our Corporate Centre, Mumbai, State Bank of India, Ahmedabad Circle invites applications for empanelment and engagement of External consultants for conducting Techno Economic Viability (TEV) study wherever required. Detailed guidelines are as under-

The intending TEV consultants shall download the application form and submit the duly filled application form along with other relevant enclosures/documents etc. to Risk Rating Department, 9<sup>th</sup> Floor, SBI, LHO Ahmedabad till 27.04.2023 by 04:00 p.m.

***Enclosures-***

***Annexure-1: Guidelines for fresh empanelment as TEV consultants.***

***Annexure-2: Application form for fresh empanelment as TEV consultants.***

***Annexure-3: List of Documents to be submitted.***

***Annexure-4: Additional Format to be submitted by existing TEV consultants of SBI Ahmedabad Circle.***

**Annexure-1:**

**GUIDELINES FOR EMPANELMENT & ENGAGEMENT OF EXTERNAL CONSULTANTS FOR TEV STUDY**

Sr. No.	Parameters	Particulars
i)	Eligibility	<p>a. Individual / Proprietor / Corporate / Partnership Firm / LLP having <b>proven track record</b> of industrial consultancy, including conducting TEV studies for Banks/ FIs.</p> <p>b. The individual / proprietor / partner / Director should possess a <b>specific professional qualification in the subject</b> of his proposed area of specialisation / operation.</p> <p>c. The individual / proprietor / partnership firm / Company/ LLP <b>should not be delisted / de-panelled</b> by any other Bank / FI. The name of the individual / proprietor / partnership firm /Company/ LLP should not be blacklisted by IBA or any other agency. <b>(Self-attested affidavit on stamp paper to be submitted in this regard).</b></p> <p>d. Technical consultants / Partnership Firms / Companies/ LLP against whom complaints have been registered with CBI, Serious Fraud Investigation Cell and are blacklisted by any banks / FIs will also not be eligible. <b>(Self-attested affidavit on stamp paper to be submitted in this regard)</b></p>

ii)	Experience	<p>The individual, proprietor, partnership firm / LLP / Company should have been empanelled as TEV consultant with other Banks / FIs for at least 3 years.</p> <p><b>The actual performance of at least 3 projects appraised by the company in past 3 years should be evaluated.</b></p> <p>The consultant should have:</p> <ul style="list-style-type: none"> <li>• Good Track record in providing TEV Consultancy.</li> <li>• Fixed Office Premises with adequate Infrastructure.</li> <li>• Sector Specialist Staff employed by the consultant should possess minimum 2 years' experience in that field.</li> <li>• Sufficient Manpower with adequate technical expertise and experience to carry out the work assigned as per the scope of work. Consultants will be required to submit documents related to their work experience as TEV Consultant.</li> </ul>
iii)	Qualification	<p>The team of empanelled consultant shall have core team of professionals as CAs / ICWA etc. (for financial analysis of project) and BE (Mechanical, Electrical, Civil, Electronic / Telecom, Textile, Chemical) / B. Tech / M. Tech etc. (for technical analysis of project) as partner / Director / employee (permanent).</p>
		<p><u>Qualification of the Directors / Promoters / Partners:</u></p> <p>In case of TEV consultants other than individuals, specialist staff (including senior engineer) with requisite qualification should be on the roles of the TEV consultant. The specialist staff should possess professional qualification in finance i.e., CA, CS, ICWA, MBA from a recognized university in India or equivalent degree from an International Institute of repute.</p> <p>In case the applicant being a Company, there should be minimum 3 Professional Directors with minimum 3 years of experience.</p>
iv)	Affiliation	<p>The TEV consultants (Proprietor / Partner / Director) <b>should have secured registration / membership</b> with the concerned department / professional body / agency.</p> <p>The consultant shall have affiliation with professional bodies like IEEE (Institute of Electrical and Electronics Engineer).</p> <p>The staff of TEV consultants should be members of Institutions of Valuers / Association of Engineers / Institute of Engineers / Registration under Companies (Registered valuers and valuation) Rules 2017 for which Insolvency and Bankruptcy Board in India (IBBI) is the competent authority.</p>
v)	Fee Structure & Maximum Cap	<p>Indicative TEV Study Charges will be as follows:</p> <p>0.10% of the Project Loan Amount subject to Maximum cap of Rs.0.50 Crore + Applicable GST.</p>

**Annexure-2:****Application Format for Fresh Empanelment as Techno Economic Viability (TEV) Consultants.**

**On the COMPANY'S/ FIRM'S letter head**  
**Application for Empanelment as Technical Consultant for TEV Study**

**To,**  
**Deputy General Manager**  
**State Bank of India,**  
**Risk Rating Department,**  
**9<sup>th</sup> Floor, CCO Department**  
**Local Head Office**  
**Ahmedabad**

**Submitted through: .....Branch/RO/AO of State Bank of India**

**Sub: Request for empanelment as Technical Consultant for TEV studies on SBI Panel**

We hereby apply for empanelment as Technical Consultant for TEV studies on SBI Panel and furnish hereunder the requisite supporting bio data/information /documents.

Sector(s) applied for:					
1.	Name:		Office Address:		
Details of Promoters:					
Name:	Identifiers				Full Address
	DIN	PAN	Passport	Others (Aadhar Card No., Driving License)	
Name, Contact No.  &  Email ID of concerned officials					
2.	Constitution (Copies of by-laws/ memorandum & Article of Association/ Partnership Deed as applicable to be enclosed)				
3.	Date of Establishment/ Date of registration/ Date of Incorporation				
4.	Date of commencement of business				
5.	Details of the Offices/Branches of the firm/company: : Other States				
6.	PAN /TIN No				
7.	Goods & Service Tax No. (Registered Office)				

<b>8.</b>	<b>Details about the Firm/Company</b>					
a)	Brief Profile of the Firm					
b)	Nature of present activity of the firm/company					
c)	Brief particulars of activities other than TEV Studies					
	Applicants Financial Information as on.....in Lacs					
	1) Paid up Capital		2) Net worth			
	3) Income/Revenue		4) PAT			
	5) Borrowings		6) Debt/Equity Ratio			
	Particulars of Capital shares held (who have Controlling Interest)					
	Name of Holder	Resident/ Non- Resident	Address	% of share holding		
d)	Existing Banker Details					
e)	Engineering /Technical Degree of promoters/partners/directors/ key experts					
	Name	Design ation	Technical Qualifications	Additional qualifications like MBA, LLB, CA, MCA, CS, ICWA, MCM etc.	Industrial consultancy experience	
	<i>Supporting copies of all the qualifications needs to be attached.</i>					
f)	Area of specializations / industry / sectors in which the firm have expertise in conducting TEV studies with specifying the reason thereof. Type of industry & Size (Project outlay) for which the empanelment is sought:					
	Industry	Sub activity		Project outlay		
g)	Details of Technical & Managerial Staff					
	<b>Particulars</b>			<b>Numbers</b>		
	Diploma Holders					
	BE/B Tech/ME/M Tech					
	Management Graduate					
	Any additional qualifications like LLB/MBA/CS/CA/MCA/MCM/ICWA etc.					
h)	Details of the present set up/infrastructure available to deal with TEV work					

i)	Any other credentials worth mentioning (with supporting documents)																				
9.	Particular of the current empanelment as Technical Consultants for TEV Studies with other Banks/Financial Institutions (Copy of current / active empanelment letters to be enclosed)																				
a)	Name of the Banks		Empanelment since																		
	1.																				
	2.																				
b)	<p>Details of past experience as Technical Consultants for TEV Studies in last 3 financial years</p> <p>(Details to be furnished in the following format)</p> <table border="1"> <thead> <tr> <th>Name of Bank</th><th>Name &amp; address of Client</th><th>Date of Assignment</th><th>Loan Amt (FB &amp; NFB separately)</th><th>Nature of Work</th><th>Name of Project with brief details (Sector, Project Cost, Name of Promoters/ Group, location, etc.)</th><th>Assignment Completed on</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Name of Bank	Name & address of Client	Date of Assignment	Loan Amt (FB & NFB separately)	Nature of Work	Name of Project with brief details (Sector, Project Cost, Name of Promoters/ Group, location, etc.)	Assignment Completed on								
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10.	Registration with Professional bodies/organizations (national/international institution/agencies) such as Institute of Engineer, IBRD, Valuers etc.)																				
11.	Whether firm/any director/promoter/partner has been depanelled/ delisted/blacklisted by any Bank /FI/Organization in the past.																				
12.	Any regulatory compliance issues faced by the agency/ promoters (TEV Consultancy Firm), if any, in the past 5 years and present status.																				
13.	Whether Proprietor/any director/promoter/partner/Associate is empanelled as valuer/stock auditor/ ASM in SBI Panel.																				

**Please attach attested photocopies of the following documents:**

Firm Profile	
Copy of Partnership Deed / MOA/ AOA/ROC Registration	
Supporting copies of education qualifications promoters/partners/directors/ key Experts	
Supporting Copies of Additional/Higher Qualification (LLB/MBA/CS/CA/MCA/MCM/ICWA etc.)	
Profile/CV of Key Personnel/ Technical Expert / Director	
Detail of Staff (Engineer/Technical: CV, Certificate)	
Copy of Empanelment Letters as Technical Consultants from Banks/FIs/Organization for TEV Studies	
Summary of Assignments of TEV Studies conducted in last 3 Years.	
Work Orders / Letter/Term of reference letter of TEV Assignments from Banks	
Copy of Pan Card/TAN Card	
Copy of IT Return of last 3 Years	
Audited B/S of Last 3 Years	
Copy of registration with professional body/Organization	
At least three Specimen TEV Studies Reports prepared in last 3 years (2 hard copies along with soft copies)	

I / We solemnly declare that we are not debarred / delisted by any Bank /FI/ RBI and any other body for any professional misconduct and our services have not been found deficient by any Bank/FI.

I / We solemnly declare that the above information furnished /submitted by me/us is complete and entirely true, and nothing has been concealed. I/we understand that any discrepancy/wrong information would lead to cancellation / de-empanelment as TEV consultant with immediate effect. I / We affirm that terms and conditions of State Bank of India relating to empanelment as Technical Consultant for TEV studies are/will be acceptable to us.

I/we hereby confirm that all the necessary supporting documents are enclosed with the application.

On Behalf of the firm

Name of the firm/company

Authorized Signature Name & Designation Stamp of the Firm
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Place:

Date:

**Annexure-3: List of Documents required to be submitted-**

1.	Application form duly filled.
2.	PAN Card / GST number as applicable.
3.	Memorandum & Articles of Association for company and registered partnership deed along with the Registrar of Firm certificate in case of partnership firms.
4.	Audited Balance Sheets for the last three years.
5.	Other Documents supporting expertise.
6.	Registrations certificates with professional bodies/organizations.
7.	Letters of empanelment from other banks/ financial institution along with Assignment Letter for undertaking TEV study.
8.	TEV Reports prepared in the past 3 years. (At least three TEV Reports)
9.	CV of all key personnel, including that of technical/ financial experts
10.	Letter of assignments from other clients.

**Other Conditions:**

1.	Consultants already empanelled with other Banks / FIs shall be given a preference. The TEV consultant should be on the approved list of at least 2 banks. The condition may be waived by the empanelling authority, provided the firm has adequate expertise as a LIE.
2.	Feedback from the existing banks should be submitted about the satisfactory performance of the applicant and quality of reports submitted.
3.	In case any applicant (firm / company / individual / proprietor / partner / director) has been found guilty of misconduct in professional capacity in any Bank / Institution and his / her name has been circulated / reported by Indian Banks Association (IBA) / Reserve Bank of India (RBI) / Securities and Exchange Board of India (SEBI) / Governing Institutes viz IEEE etc. / any Regulatory / Statutory Authority / any Govt. Agency or Body, his / her application shall not be considered for empanelment.
4.	The TEV consultant should not be an undischarged insolvent. An undertaking to this effect needs to be submitted.

5.	The Bank shall reserve the right to accept or reject any or all applications without assigning any reasons thereof. The bank shall also reserve the right to relax / modify the eligibility criteria and the banks decision in this matter shall be final and binding.
6.	In case of any wrongdoing / malpractice by the empanelled consultant/ partner/ director, the names of such consultants shall be reported to IBA or any other related agency for blacklisting.
7.	If Consultant/ Partner/ Director's name appearing in the following: <ul style="list-style-type: none"> <li>• Defaulter's List in CIBIL or</li> <li>• Bank's Internal Negative List (INL),</li> <li>• Blacklisted by RBI/ IBA/ any other Regulatory Authority,</li> </ul> In that case the company/ firm will be debarred.
8.	Any of the provisions of I-Tax Act/ Company Act/ Regulatory non-compliance. A declaration should be submitted by the consultant regarding compliance of regulatory requirements.
9.	Financial Status/ Background: Cross checking of their conduct/ details through market reports may be done. The revenue from the activity for the last 3 years should be more than Rs. 100 lac per year on an average.
10.	Empanelment per agency will be for maximum three sectors depending upon the Bank's requirement after considering relevant experience of the agency in particular sector.
11.	Assignment of any work to TEV consultants (TEV) will be through bidding process to avoid any ambiguity and the consultant offering the most competitive quote will be assigned the work after taking necessary approval from competent authorities. However, track record and quality of report should be factored in while assigning any task to empanelled TEV consultant.
12.	Circles will be hosting the list of empanelled External TEV Consultants on their site.

(N.B. : All submitted documents to be self-attested on bottom of every page)

The aforesaid document list is illustrative and not exhaustive. The Bank may call for such other documents as may be considered necessary for verifying the eligibility or competence of the TEV consultant.



**Annexure-4:**

**Additional Format to be submitted by existing TEV consultants of SBI Ahmedabad Circle.**

**To be certified by Branch Manager/ Relationship Manager**

I/we have utilized the services of M/s..... for conducting TEV Studies. The services of M/s.....as TEV consultants are satisfactory to us.

Following is the list of TEV conducted by M/s..... for our Branch

Name of Unit	Loan Amt (FB & NFB separately)	Total Exposure

**BRANCH MANAGER/ RELATIONSHIP MANAGER**

**NAME**

**DESIGNATION**