

**प्रधान कार्यालय**

स्टार हाउस, सी-5, 'जी' ब्लॉक  
बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051

**तकनीकी आर्थिक व्यवहार्यता (टीईवी) अध्ययन हेतु परामर्शदाताओं को सूचीबद्ध करना**

बैंक ऑफ इंडिया पात्र वैयक्तिक/प्रोपराइटरशिप/साझेदारी फर्मों/एओपी/एलएलपी, निजी/पब्लिक लिमिटेड कंपनी से तकनीकी-आर्थिक व्यवहार्यता अध्ययन (टीईवीएस) हेतु परामर्शदाताओं को सूचीबद्ध करने हेतु आवेदन आमंत्रित कर रहा है। बैंक ऑफ इंडिया के साथ सूचीबद्ध होने में रुचि रखने वाले और संलग्न **अनुलग्नक-ए** में पात्रता मानदंडों को पूरा करने वाले टीईवीएस परामर्शदाता, सहायक दस्तावेजों के साथ **अनुलग्नक-बी** में दिए गए आवेदन प्रारूप में टीईवीएस परामर्शदाता के रूप में सूचीबद्ध होने के लिए आवेदन कर सकते हैं।

**डिजिटल रूप से हस्ताक्षरित आवेदन (अधिमानतः), सभी प्रकार से पूर्ण, सभी सहायक दस्तावेजों (अधिमानतः सॉफ्ट कॉपी में) के साथ, जैसा कि आवेदन में कहा गया है, 16 मई 2025 से 15 जून 2025 तक आवेदक के पंजीकृत/प्रशासनिक कार्यालय के निकटतम बीओआई आंचलिक कार्यालय/लार्ज कॉर्पोरेट ब्रांच (एलसीबी) में जमा किया जा सकता है।** (अंचल के संपर्क विवरण हमारी कॉर्पोरेट वेबसाइट पर उपलब्ध हैं: <https://bankofindia.co.in/customer-care#locateUsSection>)

आवेदक सीधे **प्रधान कार्यालय** को आवेदन/दस्तावेज प्रस्तुत नहीं करें।

आवेदन, जो विधिवत भरे नहीं गए हैं और/या आवश्यक सहायक दस्तावेजों में कमी है, उन्हें स्वीकार नहीं किया जाएगा और उन्हें 'प्राप्त नहीं' माना जाएगा। उपर्युक्त कट-ऑफ तिथियों के पश्चात प्राप्त किसी भी आवेदन को सूचीबद्ध करने हेतु विचार नहीं किया जाएगा। इसके अलावा, यदि आवेदक आंचलिक कार्यालय/एलसीबी या प्रधान कार्यालय (जो भी पहले हो) से सूचना प्राप्त करने की तारीख से 15 दिनों के भीतर बैंक ऑफ इंडिया द्वारा मांगी गई किसी भी अतिरिक्त जानकारी/दस्तावेजों का जवाब नहीं देता है; तो सूचीबद्ध करने के मामले/अनुरोध को अस्वीकृत और बंद माना जाएगा।

परामर्शदाता जो पहले से ही हमारे साथ सूचीबद्ध हैं, वे उनके वर्तमान सूचीबद्ध की समाप्ति की तारीख तक सूचीबद्ध रहेंगे। तथापि, ऐसे परामर्शदाताओं से अपेक्षा की जाती है कि वे टीईवीएस परामर्शदाता के रूप में अपने मौजूदा सूचीबद्ध की समाप्ति की तारीख से पहले नए सूचीबद्ध में शामिल करने के लिए आवेदन करें।

सूचीबद्धता हेतु चयनित टीईवीएस परामर्शदाताओं को ईमेल/पत्र के माध्यम से सूचित किया जाएगा और सूचीबद्धता अधिकतम **दो वर्षों** के लिए वैध होगी, जब तक कि बैंक द्वारा अपने विवेक पर विशेष रूप से सूची से हटाया न गया हो। बैंक द्वारा जारी सूचीबद्धता पत्र पर सूचीबद्धता की वैधता का विशेष रूप से उल्लेख किया जाएगा।

बैंक ऑफ इंडिया को प्रभावित आवेदकों के प्रति कोई दायित्व लिए बिना, किसी भी समय सूचीबद्ध प्रक्रिया को रद्द करने का अधिकार होगा।

सभी आवेदकों से अनुरोध है कि आवेदन करने से पहले पात्रता मानदंड और अन्य मानदंडों हेतु अनुलग्नकों का अध्ययन करें। इस संबंध में कोई भी प्रश्न ईमेल द्वारा **HeadOffice.TAD@bankofindia.co.in** को भेजा जा सकता है।

**संलग्नक:**

अनुलग्नक-ए: सूचीबद्धता और अन्य संबंधित जानकारी हेतु पात्रता मानदंड

अनुलग्नक-बी: आवेदन प्रारूप

अनुलग्नक-सी: घोषणा

अनुलग्नक-डी: टीईवीएस परामर्शदाता हेतु आचार संहिता

अनुलग्नक-ई: आवेदन के साथ प्रस्तुत किए जाने वाले सहायक दस्तावेजों की चेकलिस्ट

अनुलग्नक-एफ: कार्य के दायरे पर दिशानिर्देश

**अस्वीकरण:**

बैंक ऑफ इंडिया उन आवेदकों के लिए संविदात्मक या किसी अन्य तरीके से प्रतिबद्ध नहीं है जिनके आवेदन स्वीकार किए गए हैं। सूचीबद्ध करने के अनुरोध का मुद्दा बैंक ऑफ इंडिया को किसी भी कानून के विपरीत और कानून द्वारा अनुमत अधिकतम सीमा तक प्रक्रिया के किसी भी हिस्से या चरणों के साथ आगे बढ़ने के लिए प्रतिबद्ध या अन्यथा बाध्य नहीं करता है। बैंक ऑफ इंडिया और उसके निदेशक/अधिकारी/कर्मचारी/ठेकेदार/एजेंट और सलाहकार किसी भी हानि या क्षति, लागत या व्यय से सभी देनदारियों (लापरवाही के कारण देनदारियों सहित) को अस्वीकृत करते हैं और चाहे वह यहाँ मौजूद जानकारी में किसी त्रुटि, चूक या गलत बयानी के कारण हुई हो या यहाँ मौजूद किसी भी जानकारी के कारण कार्य करने या कार्य न करने वाले किसी व्यक्ति द्वारा हुई हो।

**A. Scope of Services:**

You are supposed to render the following services :

- You are required to undertake comprehensive appraisal covering technical feasibility and economic viability of projects (TEV study)
- You may be required to carry out such study in connection with requests for fresh funding, additional funding or in cases of request for rehabilitation of sick units.
- You may also be assigned a project specific job to ascertain any technical capability or capacity and related financial aspects. A general guidance with regard to coverage in TEV Study report, which an empanelled consultant is required to adhere to, is in **Annexure-F** of the application form.

**B. Eligibility Criteria for Empanelment of Consultants:**

**1. Educational Qualification:**

Minimum B.E. / B. Tech or equivalent qualification in the field of service offered. In case of consultants other than individuals, specialist technical staff (person having an engineering degree with requisite experience) should be on the rolls of employment or available on retention basis, with the applicant. Such specialist staff may include senior retired engineers/professors or bureaucrats.

**2. Experience:**

Minimum 15 years of experience in the field of specialization/services for individuals. In case of consultants other than individuals, the specialist staff employed/retained should have above mentioned experience.

Fifteen years of experience in the field of specialization/services must include at least 3 years of experience in carrying out TEV Studies. The experience of 3 years in carrying out TEV Studies can either be as an independent consultant or as an employee of a firm carrying out such assignments. Applicant is required to submit a proof of experience of having carried out TEV Studies.

**3. Constitution:**

The Applicant may be an Individual/ Proprietorship/ AOP/ Partnership firms/ Public/ Private limited companies, Limited Liability Partnership.

**4. Financial Status/ Background:**

Status reports from bankers should be submitted and should be satisfactory. Bank status report from a Banker should clearly mention that the operation of the account of the applicant/ consultant with the Bank is satisfactory.

Copies of last 2 years IT returns in case of individual or copies of last 2 years financial statements in case of firms/companies (not applicable in case of newly formed companies) are to be submitted.

**5. Professionals on the rolls:**

Professionals/Technically qualified staff with Engineering degree or an equivalent qualification should be available on the rolls of the TEVS Consultant/ firm or on retention basis for carrying out TEV study assignments. Necessary undertaking regarding association of professionals with the firm needs to be provided at the time of submission of application. Any change in professionals shall have to be communicated immediately to the Bank along with supporting documents regarding educational qualification and experience to the bank for updating our records.

#### **6. Industries/ sectors of expertise:**

The applicant should specify the Industry/ Sectors for which empanelment is sought as TEVS Consultant.

During the period of empanelment, if there is any addition of technical staff experienced in any sector other than the sectors the Consultant firm is already empanelled for, the same may be informed with request (to be made during the said time window) to empanel for additional industries/sectors, while providing a sample TEVS Report for that sector (if desirous of getting empanelled for respective sector/s).

#### **7. Locations/ area of operation:**

The Consultant/ firm should clearly mention the locations/ states for which TEV assignments can be undertaken by them. Details/Documents in support of branch/office setup or past assignments carried out in these areas need to be furnished.

#### **8. Sample copy of TEVS reports:**

Consultants shall submit soft copy of at least **three sample reports** undertaken by them in the past (preferably last 3 years). The sample reports preferably should be related to diverse sectors such as Manufacturing, Service, Infrastructure sector.

For specialized project such as Hospital, Power, Road, Port & Airports , Oil & Gas, Data Centre, Smart Metering, Electric Vehicle (EV) and other infrastructure projects etc. , availability of experienced manpower in these fields will have to be mandatorily demonstrated. In order to ensure the same, sample TEVS reports in these sectors shall be furnished by the consultant, if desirous of getting empanelled for these sectors also.

#### **9. Empanelment letters with other banks/FI/Govt. Dept. / PSU/ Defense Establishment:**

The Consultant/ firm should produce TEVS Consultant empanelment letters/ assignment letters for TEVS Study with other Banks FI/Govt. Dept. / PSU/ Defense Establishment, if any, which is desirable. Only those latest empanelment letters should be furnished where empanelment of the consultant is valid/active at the time of submission of application. Also the assignment letters issued in past three years only should be submitted.

#### **10. Affiliations:**

It is desirable that the consultant/ Technical staff has affiliation with respective professional bodies like IEEE (Institute of Electrical & Electronics Engineers), Institution of Engineers, Quality Council of India, International Engineering Alliance etc.

#### **11. Consultancy Charges:**

The consultant should indicate the charges/fees and other conditions, if any, for each of the services offered separately. The charges/fees of the consultant should be reasonable and in line with the market trend. (The service charges/fees indicated would serve only as a reference and actual charges are to be negotiated at the time of giving a specific assignment in consultation with the applicant/borrower.)

#### **C. Validity of empanelment :**

This empanelment of TEV consultant will be valid for a maximum period of **two years from** the date of empanelment, unless specifically de-empanelled/delisted by the Bank at its discretion in the interim. The validity of empanelment will be specifically mentioned on the empanelment letter issued by the bank. The Consultant will have to apply afresh before the expiry of the empanelment period.

#### **D. Fee for empanelment**

The fee to apply for empanelment as TEVS consultant is **Rs 25,000 /- (plus GST)**

A Pay Order/Demand Draft favoring 'Bank of India' payable at 'name of the town/city where zonal office is located' should be submitted along with the application.

#### **E. Obligations of empaneled TEVS consultants**

- i) You should provide clarifications sought by the prospective lenders on the TEVS report for which email ID and other contact details should be provided in the report itself.
- ii) You should verify the cost of assets from various documents for land; building, machinery and other fixed assets and details and extent of such verifications will have to be mentioned in the report. Where verification could not be carried out in certain assets, it should be brought out clearly in the report giving reasons.
- iii) You must list all applicable permissions/approvals for the project and their current status will have to be given in the report.
- iv) You should undertake to adhere to the scope of TEV Study and report thereof, as brought out in **Annexure-F**.
- v) You should describe all the assumptions underlying the projections as considered by you and/or the proponents while discussing the profitability projections.
- vi) Your report should mention the date of site inspection and names of persons carrying out the inspection (the site visiting persons to include technical person also). No TEV Report should be submitted if site visit had not been carried out.
- vii) Your Report should be signed by the persons (with their qualifications mentioned in the report) who have prepared and these persons should include the technical person also.
- viii) You should not sublet/outsource, any TEV Study exercise assigned by our Bank, to any other outside consultant/ entity. In case any help is taken from external experts, then the TEV Study report should be jointly signed by that external expert, clearly bringing out the role/scope of his/her involvement in the report, along with Engineer/s (associated with you) involved in the TEV Study.
- ix) Disclaimer, if any, should be project specific, related to subjective views of the persons submitting the report and not an omnibus disclaimer.
- x) The consultant should mandatorily mention in the TEVS report that he/she has verified the technical and financial aspects of the project and based on their assessment, comment on **'Technical Feasibility and Economic Viability'** of the project must be incorporated.
- xi) You shall inform the Bank (Head Office- Technical Appraisal Department) of any change in technical staff who had been mentioned or whose technical qualifications were taken to satisfy the eligibility criteria, at the time of empanelment.

#### **F. Time limit for waiting for missing information/document:**

In order to avoid the pendency of Applications for long time for want of additional information from applicants, a time frame of Max 15 days (from the date of raising queries) for submitting the missing information will be provided. In case of relevant information/supporting documents not received within 15 days, it will be considered that the applicant is no more interested in the empanelment process and the matter shall be treated as closed at our end.

**Incomplete application, application without supporting documents viz. KYC, qualifications, experience, sample TEVS reports etc. and application received after due date are liable for cancellation without further communication.**

#### **G. Procedure of Empanelment:**

The process for empanelment of TEVS Consultant is to be done on annual basis or as per the need of the Bank. The Notification cum Application form will be made available at Bank's corporate website [www.bankofindia.co.in](http://www.bankofindia.co.in) under 'Other Links' section on home page for specified period. Interested consultant will submit their application in Bank's prescribed format, along with all the

supporting documents to the Zonal Office/ Large Corporate Branch (LCB), nearest to the respective Registered/ Administrative Office of the Consultant. Zonal Office/ LCB, after due diligence of all applications, shall submit these applications to Technical Appraisal Department , Head Office, along with their recommendation within one month of last day of application window. Recommendations received after the due date shall not be taken cognizance of. The applications received / collected shall be scrutinized and list of empanelled consultants shall be decided by a committee of Executives at Head Office.

Mere fulfilling the eligibility criteria may not entitle the applicant for Empanelment. The Applications will be assessed / scrutinized on various parameters such as experience, qualification and availability of Technical staff, previous competence to handle various types of projects, specialization in particular sector/ project, quality and coverage of sample/ specimen reports, specific requirement of bank for the particular: Industry/sector; Area/Region; Expertise etc.

In case any applicant (firm / company/ individual/ proprietor/ partner/director/group concern) has been found guilty of misconduct in any organization, his/ her application will not be considered for empanelment.

If the performance of any empanelled TEVS Consultant is found to be unsatisfactory or he/she is found involved in any misconduct / unwarranted practice/frauds, the Bank can remove such consultant from the panel at its sole discretion and the name of the consultant will be informed to IBA for circulation among member Banks.

**The empanelment of TEVS Consultant will be done at the sole discretion and requirement of the Bank and the Bank reserves its right of rejecting any or /all the applications, without assigning any reason there-of.**

(on the Company's/ firm's letter head/ Plain paper in case of Individual)

**APPLICATION FOR EMPANELMENT AS EXTERNAL CONSULTANTS FOR TEV STUDY**

To,  
Zonal Manager/ DGM-LCB  
Bank of India  
\_\_\_\_\_ Zone/ \_\_\_\_\_ LCB

Submitted through: \_\_\_\_\_ Zone/LCB of Bank of India

**Sub: Request for empanelment as TEVS consultant on BOI panel.**

We hereby apply for empanelment as TEVS Consultant on BOI panel and furnish hereunder the requisite supporting biodata/information/documents.

**1. Basic Information**

Name	
Registered Office Address: Email: Contact No.:	
Communication Address: Email: Contact No.:	
Constitution (Individual/ Proprietorship/ AOP/ Partnership firms/ Public/ Private limited companies, Limited Liability Partnership)	
Date of Registration/Incorporation	
Details of other Offices/Branches of the firm/company	
PAN No.	
GST No.	
Promoter/Key Managerial Person	Contact Person
Name Mobile No Land line No Email	Name Mobile No Land line No Email
Brief Profile of the Company/Firm (Background, Activity, Experience etc)	
Details of the Subsidiary/Group companies (Name, Address, Activity etc)	
Existing Banker Details  (Satisfactory Financial status report/s from existing banker to be submitted)	

**2. Applicant Financial information as on 31st March of last 2 financial years:**

	Year 31.03._____	Year 31.03._____
Paid up Capital		
Net Worth		
Income/Revenue		
PAT		
Borrowings		
Debt/Equity Ratio		

**3. Type of Industry/Sector, Activity for which empanelment is sought:**

Industry/Sector	Sub Activity

**4. Locations/ Geographical Area for which empanelment is sought: (Specific cities/region/ State/ Pan India)**

(The same should be based on presence of staff/ branch offices / past assignments carried out in respective location/s)

**5. Whether Empanelled as TEV consultant with any Banks/ Financial Institutions? If Yes, please give details**

(copies of letters of empanelment to be enclosed)

Name of the Bank/FI/ Govt. Dept./ PSU	Geographical Area for which empanelled	Empanelment since	Empanelment Valid till

(Empanelment by other Banks/ FIs is desirable)

**6. Particulars of Promoters/Partners/ Director/Key Technical staff:**

S.No.	Name	Educational Qualification	Employment Type (Full/part time / associate / retention basis)	Designation	Experience(in years)	Area/Sector of Expertise

(Supporting copies of above mentioned educational qualification needs to be submitted along with application)

@ Educational Qualification - Minimum B.E. / B. Tech or equivalent qualification in the field of service offered.

## 7. Details of past experience as TEV Consultant:

(Enclose the copies of minimum 3 TEVS reports, preferably for diverse sectors if applied for empanelment for those areas)

### A. Assigned by Bank of India (For existing/ previously empaneled TEVS Consultant)

Name of Zone/ Branch	Name of the Account	Project Location	Project Cost	Loan Amount	Month & year of completion of assignment	Fees Charged

(Enclose the sample copies of TEV reports)

### B. Assigned by any other PSB/FI/Govt. Dept./ PSUs

Name of PSB/FI/Govt. Dept./PSU	Name of the Account	Project Location	Project Cost	Loan Amount	Month & year of completion of assignment	Fees Charged

(Enclose the sample copies of TEV reports along with the assignment letter)

## 8. Whether Experienced in Rehabilitation of Sick units? : YES/NO. If YES, please provide details

Month and year of Completion of Assignment.	Name of the Firm associated with assignment	Client (preferably PSBs)	Project cost

## 9. Whether Experienced in Asset Appraisal? : YES/NO

## 10. Indicative Consultancy Charges/Fees:

Service Offered	Charges/Fees (in relation to Project Cost)



**11. Details of Registration/Membership with national/international Professional bodies/ organizations** (such as IEEE, Institute of Engineer, Quality Council of India, Chartered Accountants etc)

Name of the Professional bodies/ organizations	Registered/Member since

(Registration / affiliation with professional bodies is desirable, enclose the registration/ membership certificate copies)

**12. Whether Proprietor/any director/promoter/partner/Associate is empanelled as TEVS consultant/ LIE/ valuer/ stock auditor/ ASM etc in BOI Panel. Mention the details.**

S.No	Empanelled as	Zone	Empanelled since	Validity

**13. The details of de-empanelment/blacklisting by any Bank/FI/Organization in the past (If Any):**

S.No	Name of Bank/FI/Organization	Reason for de-empanelment/ blacklisting	De-paneled/Blacklisted since

**14. The details of pending legal cases/conviction in any case in the past (If Any):**

S.No	Name of Litigant/Complainant	Reason	Present Status

**15. Whether any regulatory compliance issues faced by the Firm/Company/ Promoters? Yes/No** (If Yes, present status to be provided)

**16. Any other information that the Applicant would like to mention:**

**17. Details of fee paid:**

DD/PO date	DD/PO number	Amount

**18. Declaration:**

- I/We hereby declare that all the eligibility criteria (as mentioned in **Annexure-A**) for empanelment as TEVS Consultant are satisfied by me/us & that all the above information submitted by me/us is complete and entirely true and nothing has been concealed. I/we, further confirm that all the necessary supporting documents as per checklist (as mentioned in **Annexure- E**) are enclosed with the application.

- I / We solemnly declare that I/we are not debarred / delisted/ caution listed with IBA by any Bank / FI / RBI / IBA or any other Statutory Body/Regulatory Authority for any professional misconduct and our services have not been found deficient by any Bank / FI.
- I/We affirm that terms and conditions of Bank of India relating to empanelment as TEVS Consultant will be acceptable to us.
- I/We understand that the empanelment as TEVS Consultant will be done at the sole discretion and requirement of the Bank and the Bank reserves its right of rejecting any of /all the applications, without assigning any reason.
- I/We understand that any concealment/discrepancy/wrong information/breach of undertaking would lead to de-empanelment as TEVS Consultant with immediate effect.

On behalf of the firm/Company

Name of the firm/Company

Signatures of Authorized Signatory  
along with Name and Designation

Date:

Place:

Seal of the firm/company

**UNDERTAKING**

**(Annexure to the Application form for Empanelment as TEVS Consultant)**

- I/We undertake that I/We are in compliance with all regulatory and statutory guidelines.
- If empanelled, I/We undertake to meet all the obligations mentioned in the application.
- I/ We understand that the empanelment will not be valid if there is any change in the management/employee pattern of our Firm/Company viz if the qualified person resigns /dismissed etc. The same needs to be informed and position will be evaluated afresh for empanelment.
- I/We hereby acknowledge, agree and confirm that empanelment as TEVS Consultant by the bank does not confer any rights on me to necessarily receive assignments/jobs from the bank. Allocation of assignments/job/work shall be at the sole discretion of the bank and I/We shall not have any right or claim whatsoever in this regard and shall not have any right to challenge/dispute the decision of the bank in any court/tribunal and/or other authorities.
- I/We undertake to provide all the details as & when required by the lender, will refrain from canvassing business with present or prospective borrowers of the bank and maintain the confidentiality and secrecy of all the assignments given to me/us by the bank.
- I/We undertake to charge fees at a rate not exceeding the rates prescribed by the Bank; and not undertake any TEVS assignment of any project in which I/We have a direct or indirect interest.
- I/We understand and agree that following events will entitle the bank to de-empanel &/ blacklist me/us, as well as report my/our name to IBA or any other agency for black-listing.
  - I. **De-empanelment-** Instances of errors of omission or an instance of concealment of any information or providing any false information in the application or instances of non-adherence to format and coverage of TEV study report or indulging in unprofessional behaviour and malpractices.
  - II. **Blacklisting-** Instances of error of commission or concealment of conflict of interest in any particular project or furnishing wrong data or indulging in unfair practices or carrying out TEVS assignment without the technical person undertaking site visit/s.
- I/ We understand that any adverse developments against Proprietor/Partner/Director/ Firm/Company/Group Concern such as De-empanelment/Blacklisting disqualification/disbarment/de-listing/complaint/ Defaulter's List in CIBIL etc. by any Bank/Institution/Professional Body/borrower is to be brought to the notice of the bank, the bank reserves the right to initiate appropriate action as deemed fit.

- I/We hereby further acknowledge, agree and undertake that the bank may at its sole discretion insist or incorporate any other terms and conditions notwithstanding anything contained in their documents/Application herein.
- I/We assure that all aspects of my contract are conducted in a manner so as to be in tune with the extant policies and guidelines of the Bank and as per other applicable statutory and regulatory requirements.
- I/We further agree that my/our Empanelment with the Bank would not amount to any commitment by the Bank to provide any professional assignment to me/us.
- I/We declare that there are no cases pending against me/us/group concern and I/we/Group concern are not convicted in any case and I/We are not an undischarged insolvent.

On behalf of the firm/Company

Name of the firm/Company

Signatures of Authorized Signatory  
along with Name and Designation

Date:

Place:

Seal of the firm/company

(Self attested affidavit on stamp paper)

(Annexure to the Application form for Empanelment as TEV Consultant)

**Code of Conduct for TEVS Consultant**

All the empanelled TEVS Consultant are required to adhere to the code of conduct given as under:

**Integrity and Fairness :**

1. A TEVS Consultant shall, in the conduct of his/its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other consultants.
2. A TEVS Consultant shall maintain integrity by being honest, straightforward, and forthright in all professional relationships.
3. A TEVS Consultant shall endeavour to ensure that he/it provides true and adequate information and shall not misrepresent any facts or situations.
4. A TEVS Consultant shall refrain from being involved in any action that would bring disrepute to the profession.
- 5 A TEVS Consultant shall keep public interest foremost while delivering his services.

**Professional Competence and Due Care :**

6. A TEVS Consultant shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment.
7. A TEVS Consultant shall carry out professional services in accordance with the relevant technical and professional standards that may be specified from time to time
8. A TEVS Consultant shall continuously maintain professional knowledge and skill to provide competent professional service based on up-to-date developments in practice, prevailing regulations/guidelines and techniques.
9. In the preparation of a TEVS report, the Consultant shall not disclaim liability for his/its expertise or deny his/its duty of care, except to the extent that the assumptions are based on statements of fact provided by the company or its auditors or consultants or information available in public domain and not generated by the Consultant.
10. A TEVS Consultant shall not carry out any instruction of the client insofar as they are incompatible with the requirements of integrity, objectivity and independence.

## **Independence and Disclosure of Interest:**

11. A TEVS Consultant shall act with objectivity in his/its professional dealings by ensuring that his/its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the given assignment or not.

12. A TEVS Consultant shall not take up an assignment if he/its or any of his/its relatives or associates is not independent in terms of association to the company.

13. A TEVS Consultant shall maintain complete independence in his/her/its professional relationships and shall conduct the TEV Study/Inspection independent of external influences.

14. A TEVS Consultant shall wherever necessary disclose to the clients, possible sources of conflicts of duties and interests, while providing unbiased services.

15. A TEVS Consultant shall not indulge in “mandate snatching” or offering “convenience report” in order to cater to a company or client’s needs.

16. As an independent consultant, the TEVS Consultant shall not charge success fee (Success fees may be defined as a compensation / incentive paid to any third party for successful closure of transaction. In this case, approval of credit proposals/ Disbursement of Limit etc.).

17. In any fairness opinion or independent expert opinion submitted by a Consultant, if there has been a prior engagement in an unconnected transaction, the Consultant shall declare the association with the Company during the last three years.

## **Confidentiality :**

18. A TEVS Consultant shall not use or divulge to other clients or any other party any confidential information about the subject company, which has come to his/its knowledge without proper and specific authority or unless there is a legal or professional right or duty to disclose.

## **Information Management :**

19. A TEVS Consultant shall ensure that he/it maintains written contemporaneous records for any decision taken, the reasons for taking the decision, and the information and evidence in support of such decision. This shall be maintained so as to sufficiently enable a reasonable person to take a view on the appropriateness of his/its decisions and actions.

20. A TEV consultant shall appear, co-operate and will provide all information and records in case of any need or legal or statutory or professional requirement.

21. A TEVS Consultant while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers for a period of three years or such longer period as required in its contract for a specific assignment, for production before a regulatory authority or for a peer review. In the event of a pending case

before the Tribunal or Appellate Tribunal, the record shall be maintained till the disposal of the case.

**Gifts and hospitality:**

22. A TEVS Consultant or his/its relative shall not accept gifts or hospitality which undermines or affects his independence as a TEVS Consultant.

*Explanation.*— For the purposes of this code the term ‘relative’ shall have the same meaning as defined in clause (77) of Section 2 of the Companies Act, 2013 (18 of 2013).

23. A TEVS Consultant shall not offer gifts or hospitality or a financial or any other advantage to a public servant or any other person with a view to obtain or retain work for himself/herself/ itself, or to obtain or retain an advantage in the conduct of profession for himself/itself.

**Remuneration and Costs:**

24. A TEVS Consultant shall provide services for remuneration which is charged in a transparent manner, is a reasonable reflection of the work necessarily and properly undertaken, and is not inconsistent with the applicable rules.

25. A TEVS Consultant shall not accept any fees or charges other than those which are disclosed in a written contract with the person to whom he would be rendering service.

**Occupation, employability and restrictions:**

26. A TEVS Consultant shall refrain from accepting too many assignments, if he/it is unlikely to be able to devote adequate time to each of his/its assignments.

27. A TEVS Consultant shall not conduct business which discredits the profession.

**List of documents to be enclosed:**

<b>S.No.</b>	<b>Name of the Document</b>
1	Duly Filled Application form as mentioned in Annexure-B (on the Company's/firm's letter head/Plain paper in case of individual)
2	Undertaking as mentioned in Annexure-C (on the Company's/firm's letter head/Plain paper in case of individual)
3	Company/Firm Profile
4	Copy of Registration with ROC/ ROF, Memorandum & articles of association/partnership deed of company / partnership firm / LLP
5	PAN Card of the individual/firm/company, GST Registration Certificate of firm/company
6	Last 2 years ITRs in case of individuals, last 2 years audited financial statements in case of firms/companies
7	Certificates of Educational Qualification of promoters/partners/directors/ Key technical staff and certificates of Registrations/Membership with professional bodies/organizations
8	Letters of empanelment from other Banks/Financial Institutions
9	Detailed CV of key personnel, including that of technical experts along with copies of testimonials
10	Letters of TEVS assignments issued by BOI/clients/other Banks/Fis etc.
11	Sample copies of TEVS Reports prepared by the applicant in the past 3 financial years (as brought out in Annexure – A).
12	Bank Status report
13	The individual/proprietor/Partner/Director/ Partnership firm/Company/LLP/ Group Concern should not be delisted/De-empanelled/Blacklisted by any other Bank/FI/IBA/any other Organization/Agency.
14	Code of Conduct for TEVS Consultant as mentioned in Annexure-D

**(Self attested affidavit on stamp paper to be submitted for above point no. 13 & 14)**

(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/additional documents as may be considered necessary for verifying the eligibility or competence of the consultant.**



## **Guidance for empaneled Consultants on coverage in Techno Economic Viability Study Report**

Following aspects are expected to be covered in a typical techno-economic viability study report:

1. **ACTIVITY:** existing activity and proposed activity of the proponents / Company.
2. **INSTALLED CAPACITY:** item wise installed capacity; existing and proposed installed capacity should be mentioned separately.
3. **BACKGROUND:** A brief background of the promoters, project and scope of project, expected implementation schedule and timelines along with brief details of request of proponents to Bank.
4. **PROMOTERS:** an objective assessment of promoters, their background, and relevant experience are expected to be provided. Financial information on existing business concerns of promoters / associate companies are also expected to be included.
5. **PRODUCTS / SERVICES:** The main product(s) that are /proposed to be manufactured or services that are/proposed to be offered. Description of products/services is to be provided. Quantitative projections vis-à-vis market size may also be provided. An analysis of proposed selling prices and those prevailing in the market and trend may also be brought out in the report.
6. **PROCESS & TECHNICAL KNOW-HOW:** complete description of Process involved along with details of various stages involved and stage-wise process parameters, yield, wastages. Batch process or continuous are expected to be covered.

Process flow-charts with material and energy balance stage-wise, wherever applicable may be brought out; Heat Mass balance may also be given / discussed wherever applicable.

If any special technical knowhow is required, details of arrangement of the same should be discussed. Other technologies available in the market with comments on comparison with rival technologies, advantages/dis-advantages of the proposed technology are to be discussed.

7. **MARKET & MARKETING ARRANGEMENTS:** Target market structure; general health of industry; Competitive scenario; Demand supply position; specific trade practices; and proposed arrangement for sales and marketing.
8. **REGISTRATIONS:** comments on requirement and status of all the Licenses/Consents/ No-Objections/ Clearances that may be required for the project.
9. **LOCATION:** description of location of the project and comments on suitability of the same.
10. **LAND & BUILDING:** description of land and building infrastructure and comments on the same.
11. **UTILITIES:** requirements of all the utilities and arrangements proposed; and comments on the same.
12. **PLANT & MACHINERY:** Description of all the plant and machinery proposed to be acquired; comments on balancing/adequacy of machinery, technological level especially in view of capacity proposed/assumed; machine suppliers and their credentials.  
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.  
Complete statement of calculation of installed capacity and underlying technical basis should essentially be covered in the report.
13. **RAW MATERIALS:** required raw materials, quantitative requirements based on yield data, sources of supply, cost of raw materials and their availability position.

**14. MANPOWER & MANAGEMENT:** requirement of manpower and arrangement thereof along with comments on cost of manpower.

**15. COST OF PRODUCTION & PROFITABILITY:**

- ❖ Major assumptions both for sales figures as well as each of the expense head should normally be listed and comments should be offered on the same; necessary logic to be explained with evidence on which the same is based.
- ❖ Sensitivity analysis; DSCR calculations;
- ❖ Overall profitability (EBIDTA/Sales%) may be compared with industry averages and/or similar units depending on availability of data.

**16. WORKING CAPITAL REQUIREMENT:** Description of inventory/WIP/receivable and creditors levels considered and comments thereupon.

**17. TERM LOAN REQUIREMENT:** working / assessment of Term Loan based on project cost estimates.

**18. COST OF PROJECT & MEANS OF FINANCE:** in case of existing operations an analysis of balance sheet may be provided; complete and detailed breakup of cost of project and comments thereupon including acceptability may also be provided. Provision and adequacy of interest during construction period and contingency should also be provided.

Details and breakup of proposed means of finance should be provided along with comments thereupon.

**19. SWOT ANALYSIS, RISK FACTORS & RISK MITIGANTS:** A SWOT analysis may be provided in the report, bringing out strengths and weaknesses relating to the project alone while opportunities and threats relate to the industry as a whole.

**20. COMMENTS AND CONCLUSION:** Clear conclusion on technical feasibility and economic viability may be incorporated in the report.