

**APPLICATION FORMAT FOR EMPANELMENT AS LIE**

**Annexure - A**

**Format for submission**

**A. Details of Applicant**

1. Name
2. Country of Incorporation
3. Address of the registered office
4. Addresses of other offices, including branch offices
5. Date of Incorporation (A true copy of the Incorporation Certificate is to be provided by the Applicant along with its Application)
6. Brief description of the Company including details of its main lines of business
7. Details of individual(s) who will serve as the point of contact/ communication for the Bank:
  - a. Name:
  - b. Designation:
  - c. Company:
  - d. Address:
  - e. Telephone Number:
  - f. E-Mail Address:
  - g. Fax Number:
8. Particulars of the Authorised Signatory of the applicant:
  - a. Name:
  - b. Designation:
  - c. Address:
  - d. Phone Number:
  - e. Fax Number:

**B. Declaration as given below**

No.	Criteria	Yes/ No
1	Has the Applicant been barred de-empanelled by any Bank	
2	If the answer to 1 is yes, mention the name of the Bank/s and its Branch, which has de-empanelled. Does the bar subsist as on the date of Application?	

**C. Experience of Applicant**

The following formats need to be filled by the Applicant as evidence of technical eligibility against each of the identified parameter

**Technical Eligibility**

The Applicant shall summarize the Eligible Assignments in the following format:

**Format for depicting the summary of the Eligible Assignments**

No.	Name of Client	Title of Assignment	Names of experts handling the assignment	Name of the Industry	Date From:	Date To:

**Summary of information on experts proposed by the Applicant**

No	Name of Expert	Employment status (full time/ part time/ external associate)	Educational qualification	No. of years of relevant project experience	Sector of expertise

I/We hereby undertake that all the pre-requisites listed in Annexure-I for empanelment are satisfied by me/us & that all the information submitted by me/us is correct. I/we, further confirm that all the necessary supporting documents are enclosed with the application.

In case of their being any conflict of interest in the assignment being offered to me/us, I/we undertake to declare such conflict of interest beforehand.

I declare that there are no criminal cases pending against me/us and I/we are not convicted in any criminal case.

I declare that I/we have not been de-empanelled by any public sector bank/any bank of SBI group.

I/we understand that any discrepancy/wrong information would lead to cancellation of empanelment with immediate effect.

I accept that the Bank shall be within its right to initiate suitable action against me/us in the event of any professional misconduct/ negligence etc. while handling the matter entrusted to me/us, including by filing complaint with Institute of Chartered Accountants/ Institute of Engineers etc.

Date:  
Place:

Signature

**Detailed Curriculum Vitae of each of the expert shall be provided as per format below:**

**Curriculum Vitae**

1. Name of the expert: [Full name]:
2. Name of Firm: [Name of firm proposing the staff]
3. Date of Birth:
4. Nationality:
5. Education: [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training:
8. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
9. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)
  - a) Dates of employment,
  - b) Name of employing organization,
  - c) Positions held.]: From [Year]: To [Year]:

**Work Undertaken to Illustrate Capability [Detail the assignment handled as per format below]**

Name of Assignment/job or project:

Year:

Location:

Organisation:

Main project features:

Positions held:

Activities performed:

Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:  
Place:

Signature