

HEAD OFFICE

Star House, C-5, 'G' Block
Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051

EMPANELMENT OF LENDERS' INDEPENDENT ENGINEER (LIE)

LIEs interested in getting empanelled with Bank of India and satisfying the eligibility criteria appended herewith in the **Annexure-A**, may apply for empanelment as LIE in the application format given in **Annexure – B** along with the supporting documents.

The digitally signed application (preferably), complete in all respects, along with all supportive documents (preferably in soft copy) as stated in the Application may be submitted from 01st September 2024 to 30th September 2024 at the BOI Zonal Office/ Large Corporate Branch, nearest to the registered/administrative office of the applicant. (Contact details of Zones are available on our corporate website: <https://bankofindia.co.in/customer-care#locateUsSection>)

The applicant **should not submit** the application / documents directly to **Head Office**.

Applications, which are not duly filled up and/ or lacking in required supporting documents, shall not be acknowledged and shall be treated as 'NOT RECEIVED.' Any application received outside the above-mentioned cut-off dates shall not be considered for the process of empanelment.

LIE/firms who are already empanelled with us will continue to be empanelled till the date of expiry of their present empanelment. However, such LIE/firms are expected to apply for fresh empanelment (as the process of renewal of an existing empanelment is now discontinued) during the above said time window falling just before the date of expiry of their existing empanelment as LIE.

The LIEs found suitable for empanelment shall be intimated through email/ letter and the empanelment shall be valid for a maximum period of three years, unless specifically delisted by the Bank at its discretion. The validity of empanelment will be specifically mentioned on the empanelment letter issued by the bank.

BOI shall have the right to cancel the empanelment process itself at any time, without thereby incurring any liabilities to the affected applicants.

All applicants are requested to go through the annexures for eligibility criteria and other norms before applying. Any query in this regard may be sent by email to headoffice.tad@bankofindia.co.in.

ENCLOSURES:

Annexure-A: Eligibility Criteria for empanelment and other related information.

Annexure-B: Application Format

Annexure-C: Undertaking

Annexure-D: Checklist of Supporting Documents to be submitted along with application.

Annexure-E: Scope of Work

Disclaimer:

BOI is not committed either contractually or in any other way to the applicants whose applications are accepted. The issue of this request for empanelment does not commit or otherwise oblige BOI to proceed with any part or steps of the process, subject to any law to the contrary and to the maximum extent permitted by law. BOI and its directors/officers/employees/contractors/agents and advisors disclaim all liabilities (including liabilities by reason of negligence) from any loss or damage, cost or expense incurred or arising by reasons of any person using the information and whether caused by reasons of any error, omission or misrepresentation in the information contained herein or suffered by any person acting or refraining from acting because of any information contained herein.

A. Eligibility Criteria for Empanelment of LIE:

1. Educational Qualification:

The applicant must furnish required details/ documentary evidence to conclusively demonstrate availability of technically qualified staff with it, for undertaking assignments as LIE. Minimum qualification of such technically qualified staff is an Engineering degree (B.Tech. / B.E.) or an equivalent qualification.

2. Experience:

LIEs will be empanelled under two categories:

- I. **Category A** – LIEs empanelled under category A shall be eligible to act as an LIE for any project irrespective of the project cost.

Experience required: Minimum 5 years of experience in undertaking LIE assignments.

- II. **Category B** – LIEs empanelled under category B shall be eligible to act as an LIE for projects costing upto Rs. 50 cr. only.

Experience required: Minimum 5 years of experience in any industry.

Any applicant having only industrial experience and no prior experience in undertaking LIE assignments will be considered only for empanelment on the panel of LIEs under category B and empanelment will only be for that particular sector in which applicant is professionally experienced.

The engineer should provide the Curriculum Vitae and Certificates regarding educational qualifications and experience. In case of individuals who were previously employed, satisfactory report from previous employer may be obtained. CVs of technically qualified staff should include list of LIE assignments carried out by them in the past.

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 the same should be satisfactory. **Bank status report from a Banker should clearly mention that the conduct of the account of the applicant/ consultant with the Bank is satisfactory.**

Copies of last 2 years Income Tax returns in case of individual or copies of last 2 years Audited financial statements in case of firms/companies (not applicable for newly formed firms) 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 LIE/firm or on retention basis for carrying out LIE 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. Sample copy of LIE reports:

The LIE wishing to get empanelled with us under Category- A shall produce one LIE Report in each sector (preferably soft copy) the Applicant requests to get empanelled for, for our perusal, along with application for empanelment. **Any report submitted shall not be older than three years.**

One sample LIE Report, if available may be provided by the LIE wishing to get empanelled under Category- B.

7. Industries/ sectors of expertise:

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

During the period of empanelment, if there is any addition of technical staff experienced in any sector other than the sectors the LIE/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 LIE report for that sector (if desirous of getting empanelled under category A).

8. Locations/ area of assignments:

The LIE/ firm should clearly mention the locations for which LIE assignments can be undertaken by them.

9. Empanelment letters with other banks/FI/Govt Deptt. / PSU/ Defense Establishment:

The LIE/ firm should produce LIE empanelment letters/ assignment letters with other Banks FI/Govt Deptt. / PSU/ Defense Establishment, if any, which is desirable.

10. Affiliations:

It is desirable that LIE/ firms seeking empanelment with us have affiliation with professional bodies like IEEE (Institute of Electrical and Electronics Engineers), Institution of Engineers, International Engineering Alliance, Quality Council of India 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 awarding a specific assignment.)

B. Validity of empanelment

This empanelment of LIE will be valid for a maximum period of three years from the date of empanelment, unless specifically de-empanelled 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.

C. Obligations of empanelled LIEs (to be included in the Application submitted)

- i) LIE/firm will undertake to adhere to the scope of LIE Report, as brought out in Annexure - E or as advised by the assignment awarding authority.
- ii) LIE Reports prepared by the LIE/firms need to be authenticated (along with signature and stamp of firm) by at least one of the engineers, mentioning their name, designation and educational qualification. Needless to mention that professionals who are authenticating the LIE report should have actually carried out the site inspection and should have a clear understanding about the project.

- iii) LIE/ firm should not outsource the assignments to any other outside LIE/firm/ entity. In case any help is taken from external experts, then the LIE 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 the LIE/firm) involved in LIE assignment.
- iv) Any query/ doubts regarding observations/ comments mentioned in LIE Report needs to be clarified/ attended by the professionals meticulously.
- v) LIE shall inform the Bank (TAD-HO) 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.

The Empanelled LIE should refrain from canvassing business with present or prospective borrowers of the Bank.

D. 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 non-receival of information/supporting documents within 15 days, it will be considered that the applicant is no more interested in the process and the matter shall be treated as closed at our end.

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

E. Procedure of Empanelment:

The process for empanelment of Lenders' Independent Engineer (LIE) 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 under 'Other Links'. 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 agencies shall be decided by a committee of Executives in 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/ Infrastructure 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 LIE 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 as LIE 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 LENDERS' INDEPENDENT ENGINEER (LIE)

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

Submitted through: _____ Zone/LCB of Bank of India

Sub: Request for empanelment as LIE consultant on BOI panel.

We hereby apply for empanelment as LIE 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	
Existing Banker Details (Satisfactory 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. Category of LIE applied for: ---- (A or B)

Category	Scope of Assignment	Requirement
A	For any value of Project Cost	Minimum 5 years of experience in undertaking LIE assignments
B	For Project Cost upto Rs. 50 Cr.	Minimum 5 years of industrial experience

4. Type of Industry, Size (Project outlay) for which empanelment is sought:

Industry	Sub Activity	Project Outlay	Experience

5. Locations/Area for which empanelment is sought:

(Specific City/State/Pan India)

6. Whether Empanelled with any Banks/ Financial Institutions? If Yes, please give details

(copies of letters of empanelment to be enclosed)

Name of the Bank/FI/Govt Deptt. / PSU/ Defence Establishment	Empanelment since	Empanelment valid till

(Empanelment by other banks/FIs is desirable.)

7. 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.

8. Details of past experience as LIE in last 3 Financial Years:

A. Assigned by Bank of India (For Existing/Previously empanelled LIEs)

Name of Zone/Branch	Name of the Account	Project Location	Project cost	Loan Amount	Month and year of Completion of Assignment	Fees Charged

(Enclose the sample copies of LIE reports)

B. Assigned by any other PSB/FI/Govt Deptt. / PSU/ Defence Establishment

Name of PSB/FI/Govt Deptt. / PSU/ Defence Establishment	Name of the Account	Project Location	Project cost	Loan Amount	Month and year of Completion of Assignment	Fees Charged

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

9. Indicative Consultancy Charges/Fees:

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

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

Name of the Professional bodies/organizations	Registered/Member since

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

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

12. Whether Proprietor/any director/promoter/partner/Associate is empanelled as TEVS consultant/ 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. Declaration :

- I/We hereby declare that all the eligibility criteria (as mentioned in **Annexure-A**) for empanelment as LIE 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 **Annexure- D** 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 LIE will be acceptable to us.
- I/We understand that the empanelment as LIE 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 LIE 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

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

Annexure-C

UNDERTAKING

(Annexure to the Application form for Empanelment as LIE)

- 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 your 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 LIE 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 LIE 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 LIE 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

List of documents to be enclosed:

S.No	Name of the Document
1	Duly Filled Application form as mentioned in Annexure-B <i>(on the Company's/firm's letter head/Plain paper in case of individual)</i>
2	Undertaking as mentioned in Annexure-C <i>(on the Company's/firm's letter head/Plain paper in case of individual)</i>
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 LIE assignments issued by BOI/clients/other Banks/Fis etc.
11	Sample copies of LIE 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. (Self attested affidavit on stamp paper to be submitted in this regard)

(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 on Scope of Work for Lenders Independent Engineer – Infrastructure/ Manufacturing Projects

The Scope of Work of LIE may be divided into phases as mentioned below:

Phase I : Project Review and Assessment (on commencement of assignment till achievement of Financial Closure)

Phase II: Periodic Construction Monitoring and Certifications (from Financial Closure till completion of assignment)

Detailed Scope of Work

An indicative list, which shall change depending on the type of the project, is as under:

Scope of project shall change depending on the type of the project, however, an indicative list of coverage of LIE report is given as under.

(i) Phase I – Project Review and Assessment

a) Review of Concession Agreement: (For PPP infrastructure projects)

LIE shall review the technical aspects of the concession agreement and provide an opinion on the achievability of stipulations, including those related to technical specifications and time schedule, based on a review of the relevant Project contracts and construction schedule as proposed by the borrowers.

b) Review of Project Contracts / Agreement:

LIE shall review the Project contracts including the EPC contract, O&M contract etc. and comment on the adherence of the technical and commercial aspects of the Project contracts, adequacy of project contractual arrangement including performance guarantees/ bonds, warranties, adequacy of liquidated damages, performance bonuses with respect to the general industry practice and adequacy of these to mitigate project risks.

c) Review of Project costs:

Review the Project costs including adequacy of contingencies and comparison of the cost of project estimate with other similar projects. Review of technical inputs to Project Financial Model, review of drawdown schedule to be appended to Contract.

d) Review of Designs:

Review of the Project's conceptual design, engineering and drawings, construction plans and operation plans including the projected construction program, expenditure schedule and adequacy of the arrangements made to achieve the projected construction schedule

e) Review of approvals and clearances:

Review the approvals; clearances etc. which are required by the borrower firm to execute the Project as per schedule E of Concession Agreement and comment on the status of the same.

f) Review of Environment protection plan:

Advise the Lender on the steps taken by the Company for protection of the environment and avoid damage to persons and property.

g) Review/ Check consistency of project documents

(ii) Phase II – Periodic Construction Monitoring and perusal of Certifications

- a) Review the drawdown schedule and adequacy of the arrangements made at the site to achieve the projected construction schedule on a monthly basis.
- b) Review, assist and advice about the progress of work on a monthly basis, vis-à-vis program of construction and milestone dates specified in the concession agreement.
- c) Review change in scope of work of the project during construction, if any.
- d) Certify the capital cost incurred and approve request for disbursements during construction.
- e) Carry out spot verification of the quality of the construction work vis-à-vis stated specifications, if required.
- f) Assessment of variation in orders, if any, which may have impact on the EPC cost.
- g) Monitor progress related to removal of encroachments on the carriageway and other acquired land.
- h) Monitor adherence to environmental regulations and report on any present / future risks that arise during Project implementation.
- i) Review the status of necessary approvals, permits, licenses, toll notifications, project completion certificates, etc. as may be required by the Company for implementation of the project.

Scope of services provided above is not exhaustive but only indicative. It shall be the sole responsibility of the LIE to render all services required to fulfill the respective obligations broadly envisaged herein above. Further, LIE may have to provide written opinions/ clarifications on any of the techno-commercial issues related to the project as requested by the Lenders.