

HEAD OFFICE

Star House, C-5, 'G' Block
Bandra-Kurla Complex, Bandra (East), Mumbai – 400051

EMPANELMENT OF CONSULTANTS FOR TECHNO ECONOMIC VIABILITY (TEV) STUDY

Bank of India is inviting applications for empanelment of consultants for Techno-Economic Viability Study (TEVS) from the eligible individuals/proprietorship/partnership firms/AOP/LLPs, Private/Public limited company. TEV consultant interested in getting empanelled with Bank of India and satisfying the eligibility criteria appended herewith in the **Annexure – A**, may apply for empanelment as TEVS Consultant in the application format given in **Annexure – B** along with the supporting documents.

The signed application, complete in all respects, along with all supportive documents (preferably in soft copy) as stated in the Application may be submitted from 25th May 2026 to 24th June 2026 at the BOI Zonal Office/ Large Corporate Branch (LCB), nearest to the registered/administrative office of the applicant. (Contact details of Zones are available on our corporate website: <https://bankofindia.bank.in/customer-care#locateUsSection>)

The applicant **should not submit** the application / documents directly to **Head Office**. In case of digitally signed application, the applicant may directly contact the BOI Zonal Office/ Large Corporate Branch (LCB) for the E-mail ID for submission of documents.

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. Also, if the Applicant does not respond to any additional information/documents sought by BOI, within 15 days from the date of receiving the communication from Zonal Office/ LCB or Head Office (whichever is earlier); the matter/request for empanelment shall be treated as rejected and closed.

The Consultants who are already empanelled with us will continue to be empanelled till the date of expiry of their present empanelment. However, such consultants are expected to apply for fresh empanelment before the date of expiry of their existing empanelment as TEVS Consultant.

The selected TEVS Consultants for empanelment shall be intimated through email/ letter and the empanelment shall be valid initially for a period of two years from the date of empanelment and the same will be renewed for additional one year after satisfactory evaluation of the past 2 years' performance, 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.bank.in

ENCLOSURES:

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

Annexure-B: Application Format

Annexure-C: Undertaking

Annexure-D: Code of Conduct for TEVS Consultant

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

Annexure-F: Guidelines on 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. 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; in order to ensure the consultant's experience in carrying out TEV studies. This 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 furnish proof of experience of having carried out TEV Studies.

The applicant (individual, proprietor, partnership firm, LLP or Company) should have carried out at least 5 TEV assignments (with project cost of Rs. 50 crore & above) in the past 2 years for any of the scheduled commercial banks.

In case of non-availability of mandate in the name of the firm /Company, we may accept the TEVS mandate issued by the scheduled commercial banks in the name of the Promoter / Partners /Director of the firm/ Company.

3. Categorization of the TEVS Consultants: -

Category A	The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 250 crore & above) in the past 2 years for any of the scheduled commercial banks.
Category B	The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 100 crore & above) in the past 2 years for any of the scheduled commercial banks.
Category C	The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 50 crore & above) in the past 2 years for any of the scheduled commercial banks.

The engineer should provide the curriculum vitae and certificates regarding educational qualifications and experience. CVs of technically qualified staff should include list of TEVs assignments carried out by them in the past.

4. Constitution:

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

5. 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.

6. Professionals on the rolls:

Minimum of 2 FULLTIME Professionals/Technically qualified staff with Engineering degree or an equivalent qualification should be available on the rolls of the TEVS Consultant or for carrying out 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 along with supporting documents regarding educational qualification and experience to the bank for updating our records.

7. 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).

8. Locations/ area of operation:

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

9. Sample copy of TEVS reports:

Consultants shall submit soft copy of at least 5 TEV Study Report undertaken by them in the past 2 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.

10. 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.

11. 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.

12. 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 initially for a period of two years from the date of empanelment and the same will be renewed for additional one year after satisfactory evaluation of the past 2 years' performance, 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.bank.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.

If for some reason, the application for empanelment is not considered favourably, the ZO/LCB will suitably advise the concerned applicant regarding the same. The rejected applicant can collect the fee refund from the concerned zonal office/LCB where the applicant has submitted the application form.

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

a.	Name		
b.	Registered Office Address:		
c.	Email:		
d.	Contact No.:		
e.	Communication Address:		
f.	Email:		
g.	Contact No.:		
h.	Constitution (Individual/ Proprietorship/ AOP/ Partnership firms/ Public/ Private limited companies, Limited Liability Partnership)		
i.	Date of Registration/Incorporation		
j.	Date of commencement of Business		
k.	Details of other Offices/Branches of the firm/company (Address of each Branch to be separately provided)		
l.	PAN No.		
m.	GST No.		
n.	Promoter/Key Managerial Person		Authorized person on behalf of Company /Firm
	Name Designation Mobile No Land line No Email		Name Designation Mobile No Land line No Email
o.	Brief Profile of the Company/Firm (Background, Activity, Experience etc)		Corporate Brochure to be enclosed
	Brief Particulars of activities other than TEV Studies		
p.	Details of the Subsidiary/Group companies		
	S No	Subsidiary Name & Address	Activity
			Date of commencement of business
			FY 2025 (Rs. In Crore) Sales
			PAT
q.	Existing Banker Details		Bank Name: Account No:

	Type of account: Saving/ Current / Loan Note: Satisfactory Financial status report/s from existing banker to be submitted. Report should mention that operation of the account (Current /Credit Facilities) of the consultant with the Bank is satisfactory)
--	---

2. Applicant Financial information as on 31st March of last 2 financial years: (Rs. In Crore)

	Year 31.03._____	Year 31.03._____
Paid up Capital		
Income/Revenue		
PAT		

Note: Copy of audited Financial Statements to be enclosed

3. Category for which empanelment is sought:

Category Sought (A / B / C)	Please Tick the Applicable
Category-A: TEVS consultant will be eligible to carry out assignments of TEV for any value of the project cost.	
Category-B: TEVS consultant will be eligible to carry out assignments of TEV with project cost upto Rs 150 Crs only.	
Category-C: TEVS consultant will be eligible to carry out assignments of TEV with project cost upto Rs 75 Crs only.	

4. Number of TEV Study assignments carried:

Number of TEV Study assignments carried in the past 2 years for <u>scheduled Commercial Banks</u> (Cut off date:01.04.2024)	
TEVS with Project cost of Rs. 250 crore & Above (Minimum 5 TEV assignments should be carried out in case applying for Category A)	
TEVS with Project cost of Rs. 100 crore & Above (Minimum 5 TEV assignments should be carried out in case applying for Category B)	
TEVS with Project cost of Rs. 50 crore & Above (Minimum 5 TEV assignments should be carried out in case applying for Category C)	

(Mandate Letter issued by Scheduled Commercial Banks in the name of Promoter/Partners/ Directors of the firm/Company for 5 assignments to be submitted along with the application)

5. Sectors for which Empanelment sought

Sectors	Please Tick The Applicable	Remarks (Consultant to specify the subsector; incase empanelment is sought for any particular segment only)
Manufacturing		
Infrastructure (Including services sectors such as Hospitals, Hotels, Commercial Real estate, Power, Road etc)		
Emerging Sectors or Niche Sectors such as Semi-Conductor, EV/ BESS, Data Centre, Smart metering etc.		

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

Particulars	Please Tick The Applicable
Pan India	
Others	(Specify the States for which Empanelment sought)

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

7. Whether Empaneled 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 empaneled	Empaneled Sector	Empanelment since	Empanelment Valid till

8. Particulars of Promoters/Partners/ Director/Key Technical staff:

8.1 Details of staff:

S. No	Particulars	Number
A	Promoters/Partners/ Director	
B	Fulltime on rolls- professionals/Technically Qualified Staff @	
C	Retainer-ship / Part-time- professionals/Technically Qualified Staff@	
D	Staff having other Professionals Qualification CA/ICWA/LLB/CS/CFA etc	
E	Any Other staff	

@ professionals/Technically Qualified Staff means Fulltime/On Rolls staff having Minimum B.E. / B. Tech or equivalent qualification in the field of service offered.

8.2 Details of Promoters/Partners/ Director & Fulltime professionals/Technically Qualified Staff (Detailed Bifurcation of numbers as mentioned in S. No- A & B of table above) :-

S. No	Name	Technical Qualification #	Designation	Post Qualification overall Experience (in years)	Experience in carrying out TEV Study (in years)	Association with Firm (in years)	Area/Sector of Expertise

8.3 Details of professionals/Technically Qualified Staff on Retainer-ship / Part-time (Detailed Bifurcation of numbers as mentioned in S. No- C of table above):-

S. No	Name	Technical Qualification #	Designation	Post Qualification overall Experience (in years)	Experience in carrying out TEV Study (in years)	Association with Firm (in years)	Area/Sector of Expertise

Supporting copies of above mentioned educational qualification & CV needs to be submitted along with application. Copy of retainer-ship agreement to be submitted.

9. Details of past experience as TEV Consultant:**A. Details of TEVS assignments carried out in Last 2 Years (Cut Off Date: After 01.04.2024)**

S. No	Name of the Account	Name of PSB/FI/ /Client who have commissioned the report	Project/Factory Location	Project Cost (Rs. In Crore)	Month & year of completion of assignment

Full list may be provided as Annexure to the application

B. TEV Study Assigned by Bank of India (For existing/ previously empaneled TEVS Consultant)

S. No	Name of Zone/ Branch	Name of the Account	Project Location	Project Cost	Month & year of completion of assignment	Fees Charged

C. Details of the five Sample Reports enclosed along with the Application (Project Cost as per the Category selected in S.No.3)

S.No	Name of the Account	Name of PSB/FI/ /Client who have commissioned the report	Project Activity	Project Cost (Rs. In Crore)	Month & year of completion of assignment

(Enclose the sample copies of TEV reports along with the assignment/mandate letter carried out in last 2 years)

10. Indicative Consultancy Charges/Fees:

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

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

Name of the Technical Staff	Name of the Professional bodies/ organizations	Registered/Member since

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

12. Whether the firm/promoter/partner/Associate is empanelled as 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 including the subsidiary Companies):

S.No	Name of Litigant/Complainant	Type (Civil / Criminal)	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 (Including GST)

18. Confirmation of compliance of eligibility criteria (as mentioned in Annexure-A):-

S.No	Parameter	Eligibility Criteria	Complied (Yes/No)
1.	Educational Qualification:	Minimum B.E. / B. Tech or equivalent qualification in the field of service offered.	
2.	Experience:	Minimum 15 years of experience in the field of specialization/services. Including at least 3 years of experience in carrying out TEV studies	
3	Categorization (Mention for the applied category)	Category A: The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 250 crore & above) in the past 2 years for any of the scheduled commercial banks. Category B: The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 100 crore & above) in the past 2 years for any of the scheduled commercial banks. Category C: The applicant should have carried out at least 5 TEV assignments (with project cost of Rs. 50 crore & above) in the past 2 years for any of the scheduled commercial banks.	
4	Professionals on the rolls	Minimum of 2 FULLTIME Professionals/Technically qualified staff with Engineering degree or an equivalent qualification should be available on the rolls of the TEVS Consultant or for carrying out assignments.	

19. 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 solemnly declare that promoters/ /Partner/Director/ Partnership firm/Company/LLP/ Group Concern are not delisted/De-empanelled/Blacklisted by any other Bank/FI/IBA/any other Organization/Agency.
- 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 reasonably required details as & when required by the lender, 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.
- 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 criminal 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 Non judicial stamp paper – Stamp duty as applicable for affidavit in the state from where application is submitted to be paid)

(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:

S.No.	Name of the Document	Enclosed (Yes /no)
1.	Duly Filled Application form as mentioned in Annexure-B (on the Company's/firm's letter head)	
2.	Undertaking as mentioned in Annexure-C (on the Company's/firm's letter head/Plain paper in case of individual)	
3.	Self attested affidavit on stamp paper - Code of Conduct for TEVS Consultant as mentioned in Annexure-D	
4.	Company/Firm Profile	
5.	Copy of Registration with ROC/ ROF, Memorandum & articles of association/ of company / partnership deed of Firm/Deed	
6.	PAN Card of the individual/firm/company, GST Registration Certificate of firm/company	
7.	GST Registration Certificate of firm/company	
8.	Last 2 years ITRs in case of individuals, last 2 years audited financial statements in case of firms/companies	
9.	Copy of 5 work Order / Mandate / Engagement letters issued by schedule commercial Banks for undertaking TEVS assignments (Preferably mandate copy of Top 5 assignments carried out in last 2 years on the basis of Project cost to be provided)	
10.	CV of Fulltime & Specialist Technical Staffs on Retainership as disclosed in Para 8 of Annexure B with copies of testimonials / retainership agreement	
11.	Certificates of Educational Qualification of Full time technical staff technical staff and Specialist Technical Staffs on Retainership basis along with certificates of Registrations/Membership with professional bodies/organizations	
12.	Letters of empanelment from other Banks/Financial Institutions	
13.	5 Sample copies of TEVS Reports prepared by the applicant in the past 2 financial years (as brought out in Annexure – B, Para 9.C)	
14.	Bank Status report - Satisfactory Financial status report/s from existing banker to be submitted. Report should mention that operation of the account (Current /Credit Facilities) of the consultant with the Bank is satisfactory)	
15.	Intimation mail to be sent to headoffice.tad@bankofindia.bank.in regarding the submission of the application form along with the supporting documents to the concerned Zonal Office	

(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 EMPANELLED 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. The basis and the installed capacity calculation needs to be covered under this section.
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, incentives available (if any), reasons for setting up the project.
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. Capacity of the proponents to meet the project commitments needs to be commented in this section.
5. **PRODUCTS / SERVICES:** The main product(s) that are /proposed to be manufactured or services that are/proposed to be offered. Description of product/services are 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.

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. The stage (i.e Pre- Construction or prior to COD) at which these approvals are required to be obtained needs to be mentioned in the report.
9. **LOCATION:** Description of location of the project and comments on suitability of the same including accessibility of the location, suitability of the locations in terms proximity to the raw material sources, Finished Good market, transportation infrastructure (Train, Air, Sea), availability of others industries in the vicinity etc.
10. **LAND & BUILDING:** Description of land and building infrastructure and comments on the same. Adequacy of the building and the overall cost acceptability needs to be covered.
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 installed capacity proposed/assumed; machine suppliers and their credentials, performance guarantee offered by the machinery suppliers, delivery schedule of the proposed machinery etc.

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. Tev Consultants opinion on the economic life of the machinery to be provided in this section.

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. Details of the main supervisory staffs handling the day to day management.

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.
- ❖ In case of service sectors then the relevant industry metrics like ARPOB, ARU, RevPAR etc needs to be analysed and compared with industry trends.
- ❖ Revised Financial Statements accepted by the TEVS consultant to be provided along with the report

16. WORKING CAPITAL REQUIREMENT: Description of inventory/WIP/receivable and creditors levels considered and comments thereupon. Holding levels of similar units, Need for Non Fund based limits if requested needs to be commented upon.

17. TERM LOAN REQUIREMENT: working / assessment of Term Loan based on project cost estimates. Suggestions if any regarding the higher/lower repayment schedule, if warranted due to the nature of the project.

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.

Project Cost Comparison with similar projects or industry benchmarks needs to be discussed in this section.

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.

Note:

- a. The site inspection of the proposed project needs to be carried out by the TEVS Consultant and details of the visit needs to be brought out in the report.
- b. In case of Infrastructure projects review of the project contracts such as concessionaire agreement, EPC contract, Power Purchase agreement/ Off take agreement etc. needs to be covered in the report.
- c. The professional opinion of the TEVS Consultants on parameters from S.no 1 to 20 regarding the acceptability or adequacy of the arrangement needs to be made under respective section