

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD.
HEAD OFFICE FORT, MUMBAI.

**Tender for Empanelment of consultant for
Technical Feasibility & Economic Viability**

**SIR VITTHALDAS THACKERSEY SMRUTI BHAVAN,9, MAHARASHTRA CHAMBER OF COMMERCE
LANE, FORT, MUMBAI-400001, Contact details: 91-022- 6980-1263 / 1289 Email:
appraisal@msc.bank.in, dipali.madia@msc.bank.in**

Notice for Empanelment of consultant for Technical Feasibility & Economic Viability

The Maharashtra State Cooperative Bank Ltd. Head Office, Fort Mumbai is in the process of preparing panel of a consultant for Technical Feasibility & Economic Viability and invites sealed applications from eligible partnership firms/AOP/LLPs, Private/Public limited companies.

1. The interested parties may collect the empanelment formats from The Maharashtra State Cooperative Bank Ltd. Head Office, Fort Mumbai at address mentioned above or the empanelment forms can be downloaded from our website.
2. Cost of Empanelment Document/Form: Rs. 10,000/- (Rs. Ten Thousand only non-refundable) to be paid in the form of Demand Draft /PO favoring **'The Maharashtra State Co-op. Bank, payable at Mumbai.**
3. Last date of submitting the Empanelment Application: 06.06.2026 up to 5.00 p.m. The Maharashtra State Cooperative Bank Ltd. Head Office, Fort Mumbai" payable at Fort, Mumbai.
4. Date of opening of Empanelment Application: 16-05-2026 at 3:00 pm (3rd Floor Risk Management Department Fort Mumbai)
5. Sealed Empanelment Application should be submitted, super scribing the work/purpose "Application for Empanelment of Consultants for Technical Feasibility & Economic Viability" and with full contact details of the applicant.
6. The Maharashtra State Cooperative Bank Ltd. Reserves the right to accept or reject any or all empanelment applications without assigning any reason whatsoever.

Place: Mumbai.

Date: 16.05.2025

GENERAL INSTRUCTIONS FOR EMPANELMENT

1. The Maharashtra State Cooperative Bank Ltd. is in the process of preparing panel of Professionals/consultant for Technical Feasibility & Economic Viability and invites sealed applications from eligible & reputed consultancy firms / Chartered Engineers, Certified Management Accountants, and Accredited Valuers for empanelment, having valid registration with Nationalized Banks or PWD/MES/PSUs/ Govt. Sector, in appropriate class.
2. Cost of the application form is Rs.10,000/- which is not refundable & to be paid by way of Pay Order/Demand Draft Favoring "**The Maharashtra State Co-op. Bank**, payable at **Mumbai**. Application form is not transferable.
3. Incomplete applications will not be considered.
4. The evaluation will be based on the experience of the Professional /Contractors/vendors and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
5. Based on the details furnished and inspection of works, eligibility criteria, partnership firms/AOP/LLPs, Private/Public limited companies will be empaneled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding, and no further correspondence will be entertained. The empaneled consultants will only be informed by post/mail.
6. Empanelment of the firm, if selected, will be valid for two year and subject to review, bank may decide to extend it for another 2 years or as decided by the bank.
7. The Maharashtra State Co-op. Bank reserves the right to accept or reject any application without assigning any reason.
8. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
9. Completed empanelment application/ document shall be submitted by 5.00 pm on 06.06 .2026 to the THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD. HEAD OFFICE FORT, MUMBAI risk department. If downloaded from the internet, each application/form must accompany Pay Order / Demand Draft Favoring **The Maharashtra State Co-op. Bank**, payable at **Mumbai** for Rs.10,000/-
10. It is necessary that consultants must have full office set up at city/town in Maharashtra State or a full-fledged branch office at city/town in Maharashtra State if its head/registered office is somewhere else. Preference will be given to Maharashtra based professionals/ contractors/vendors who are on the panel of Nationalized/Public Sector Banks in Maharashtra.
11. Agreement & Scope of work will be signed whenever the work has been allotted.
12. Incomplete & Conditional Tender will be rejected.

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

Annexure: A

A. Eligibility Criteria for empanelment and other related information.

1. Educational Qualification:

Minimum B.E. / B. Tech for technical analysis of project, CA /ICWA / MBA in finance for financial analysis of the project. In case of consultant's 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. In case the applicant being a Company, there should be minimum 3 Professional Directors with minimum 3 years of experience. Firms, Companies and Organizations having at least 2 qualified Engineers, at least 1 Advocate and at least 1 Chartered Accountant/Cost Accountant as members (either Proprietor, Partner of Firm, Director of Company or permanent staff of the firm / company) and must be registered with the Income Tax Authorities, Bar Council of respective state, Bar Council, Institute of Chartered Accountants of India (ICAI) / The Institute of Cost Accountants of India respectively as Partner / Director with experience of minimum 3 years, preferably having exposure in viable, bankable projects for banking sector.

2. Experience:

The applicant should have experience of at least 3 years and above for conducting TEV studies.

3. Past empanelment

The applicant should have been empanelled with atleast two Public / Private Sector Banks / FIs/ State Sugar Federations/SECI/ NABARD/PFC/ Food Corporation of India (FCI) etc or should be a technical institution of repute.

4. Locations/ area of operation:

Consultant should be based in Maharashtra.

5. Sample copy of TEVS reports:

The applicant entities shall also submit the documentary evidence for completed work orders, Consultants shall submit soft copies 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.

6. Financial Status/ Background:

Consultant should have successfully completed projects worth Rs.5 Cr & more till date and documentary evidence in support of this must be submitted

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

7. Since The Maharashtra State Co-Op Bank deals heavily with co-operative and agro-based sectors, preference will be given to consultants having experience with sugar factories/ Must have completed TEV studies for Ethanol / distillery plants/ Cogeneration (bagasse-based power)/ Food processing / agro-based industries.

8. Empanelment letters with other banks/FI/Govt. Dept. / PSU/ Defence Establishment:

The Consultant/ firm should produce TEVS Consultant empanelment letters/ assignment letters for TEVS Study with other Banks FI/Govt. Dept. / PSU/ Defence 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.

9. 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. Professionals with qualification in finance shall hold registration /membership with professional body like ICAI, ICMAI.

10. 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.

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.)

B. Scope of service

You are supposed to render the following services:

1. You are required to undertake comprehensive appraisal covering technical feasibility and economic viability of projects (TEV study).
2. 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.
3. 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.

C. Obligations of empaneled TEVS consultants:

- i) Applicant 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) Applicant 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) Applicant must list all applicable permissions/approvals for the project and their current status will have to be given in the report.
- iv) Applicant should undertake to adhere to the scope of TEV Study and report thereof, as brought out in Annexure-F.
- v) Applicant should describe all the assumptions underlying the projections as considered by you and/or the proponents while discussing the profitability projections.
- vi) Applicant 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) Applicant should not sublet/outsourced, 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) Applicant shall inform the Bank (Head Office- Risk 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.

D. Fee Structure & Maximum Cap

Indicative TEV study charges will be 0.10% of the Project Loan Amount subject to Maximum cap of Rs.0.50 Crore + Applicable GST.

Annexure B
APPLICATION FOR EMPANELMENT AS EXTERNAL CONSULTANTS FOR TEV STUDY

To, Manager
(Risk department, appraisal cell)
The Maharashtra state Co-operative bank

Sub: Request for empanelment as TEVS consultant on Maharashtra state Co-op Bank 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 (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.)	
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. 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 empanelled	Empanelment since	Empanelment Valid till

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

S.No.	Name	Educational Qualification	Employment Type (Full-time / Part-time / Associate / Retention Basis)	Designation	Experience (in Years)	Area / Sector of Expertise
1						
2						
3						
4						
5						

(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.

5. Details of Technical & Managerial Staff

Particulars	Numbers
Diploma Holders	
BE/B Tech/ME/M Tech	
Management Graduate	
Any additional qualifications like LLB/MBA/CS/CA/MCA/MCM/ICWA etc.	

6. Assigned by any other PSB/FI/Govt. Dept./ PSUs

S.No.	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
1							
2							
3							
4							

(Enclose sample copy of TEV reports)

7. Whether Experienced in Asset Appraisal? YES/NO

8. Indicative Consultancy Charges/Fees:

S.No.	Type of Service Offered	Project Cost Range (Rs)	Fees / Charges (% of Project Cost)	Minimum Fees (RS)	Remarks
1	TEV Study	25 Cr – 50 Cr			
2	TEV Study	50Cr –100 Cr			
3	TEV Study	100 Cr and above			

9. 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 Professional Body / Organization	Registered / Member Since

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

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

S. No.	Name of Litigant / Complainant	Reason	Present Status
1			
2			

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

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

13. 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 agree that the decision of The Maharashtra State Cooperative Bank in selection of Professionals/contractors/service providers will be final and binding to me / 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.

6. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

On behalf of the firm/Company

Name of the firm/Company

Signatures of Authorized Signatory
with Name and Designation

Seal of the firm/company

Date:

Place:

Annexure C

**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH REGARD TO
BLACKLISTING/NONDEBARMENT, BY ORGANIZATION**

UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT

To,

Manager

(Risk department, appraisal cell),

Head Office, Fort, Mumbai

The Maharashtra State Cooperative Bank Ltd.

Fort, Mumbai- 400001

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.

For -----

Authorized Signatory

Date:

Annexure C

UNDERTAKING

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

1. I/We undertake that I/We follow all regulatory and statutory guidelines.
2. If empanelled, I/We undertake to meet all the obligations mentioned in the application.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
 1. 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 nonadherence to format and coverage of TEV study report or indulging in unprofessional behaviour and malpractices. II.
 2. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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

Annexure D

(Self-attested affidavit on stamp paper)

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

Code of Conduct for TEVS Consultant

(To be executed on Non-Judicial Stamp Paper)

This Undertaking-cum-Indemnity is executed on this ___ day of ___, 2026 at _____ by M/s _____ (hereinafter referred to as the “Consultant”, which expression shall, unless repugnant to the context, include its successors, legal representatives and permitted assigns) in favour of _____ Bank (hereinafter referred to as the “Bank”).

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/it's 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.

Remuneration and Costs:

22. 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.

23. 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.

24. A TEVS Consultant shall accept a staggered fee structure where 20% of the total fee is retained by the Bank until a post-implementation review (6–12 months) is successfully completed.

25. A TEVS Consultant shall furnish a Performance Bank Guarantee (PBG) equivalent to 5% for small assignments and 10% for large/high-risk projects as a condition of empanelment.

26. A TEVS Consultant shall acknowledge that non-compliance with this Code, or any act of negligence that causes loss to the Bank, shall attract:

- Withholding or recovery of fees;
- Imposition of financial penalties proportionate to the loss;
- Invocation of the Indemnity Bond;
- De-empanelment and reporting to the IBA and regulatory authorities;
- Initiation of legal proceedings for recovery of damages.

I/We further agree that this Undertaking shall be read as an irrevocable obligation, and any breach of the terms herein shall entitle the Bank to invoke the Indemnity and recover losses.

Occupation, employability and restrictions:

27. 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.

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

Gifts and hospitality

29. TEV Consultants or his/ her/its relative/ associates shall not accept gifts or hospitality which undermines or affects his/ her independence as an Industry Expert/ Domain Expert. 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). TEV Consultants 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/ itself, or to obtain or retain an advantage in the conduct of profession for himself/ itself.

List of documents to be enclosed:

Annexure-E

S. No	Name of the Document
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)
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 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	The 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
13	Code of Conduct for TEVS Consultant as mentioned in Annexure-D

(Self-attested affidavit on stamp paper to be submitted for above point no. 12 & 13)

(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.

Annexure-F

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.
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.