

Date:12.10.2017

**NOTICE FOR EMPANELMENT OF TEV CONSULTANTS**

Applications are invited for empanelment of TEV consultants for undertaking Techno Economic Viability studies in our Bank. We append below the general instructions for information of applicants for empanelment of TEV Consultants.

1. Applications should be submitted in Bank's prescribed format only (as per Annexure-I enclosed). Applications in any other form will not be considered.
2. **Consultants who are already empanelled and their validity remains up to 30.11.2017 are required to apply fresh along with up to date credentials.**
3. Additional sheet of papers may be used for submitting the applications wherever, the space in the format is found inadequate.
4. Bank reserves the right to call for report from the existing clients of the applicants, if required.
5. The list of TEV work executed in other Banks/Govt. Departments/ Public Sector Organizations/ Reputed Private Sector Organizations may be furnished with details like name of project, its value, locality, completion date etc. Similar separate list of work executed for UCO Bank may be furnished in case of completed project, if any.
6. Copies of complete KYC documents confirming identity proof and address proof along with applications should be submitted.
7. Audited balance sheet and income tax returns of the applicant for the last 3 years should be submitted along with applications.
8. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
9. The various parameters set for empanelment of TEV consultants are append below for ready reference:
  - A) **Scope of Services:** The service required normally relates to project appraisal, financial management, market study/research, management consultancy, viability study of sick units and rehabilitation etc.
  - B) **Constitution:** The consultant may be an individual, proprietorship concern, partnership firm, private/public limited company or a co-operative society.

- C) Qualification:** Minimum BE/B.Tech. or equivalent qualification in the field of service offered. In case of consultants other than individuals, specialist staff with requisite qualification as mentioned above should be on the rolls of employment or available on retention basis with them. Such specialist staff may include senior retired engineers/professors.
- D) Experience:** Minimum 10 years experience in the field of specialization/services, for individuals. In the case of consultants other than individuals, the specialist staff employed/retained should possess minimum 10 years experience in the field of specialization/services
- E) Financial Status/background:** Status reports from the bankers should be obtained and the same should be satisfactory. Copies of last 3 years' Income Tax returns may be obtained in case of individuals. Copies of last 3 years' financial statements are to be obtained in case of firms/companies, etc. In case of individuals who were previously employed, cross checking of their conduct/details with their previous employers and/or through market reports may be done.
- F) Affiliation:** Consultants should have secured registration/membership with the concerned Department/Professional Body/Agency.
- G) Consultancy Charges:** The charges/fees of the consultant should be reasonable and in line with the market trend. The consultant should indicate the charges/fees and other conditions, if any, for each of the services offered separately. (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.
- H) Validity of Empanelment:** In case Bank decides to empanel then validity period of such empanelment would be for a period of 2 years from the date of approval subject to satisfactory performance.
10. Sealed envelopes containing the application for empanelment as TEV Consultants along with all enclosures should be submitted by the eligible aspirants to the **Asstt. General Manager, UCO Bank, Head Office, Credit Monitoring Department, 5<sup>th</sup> Floor, Kolkata- 700001 within 10.11.2017** for consideration of the applications for empanelment as TEV Consultants.
11. Incomplete application, application without supporting documents viz. KYC, qualifications, experience, affiliation etc. and application received after due date are liable for cancellation without further reference.
12. Bank has right to suspend, withheld and stop the process without assigning any reasons.

**APPLICATION FORM FOR EMPANELMENT OF CONSULTANTS FOR TEV STUDY**

## 1. GENERAL

Name of Consultant/Organization	
Address of the registered office	
Telephone numbers / Fax No. /	
E mail address	
Particulars of administrative office and branches (addresses with telephone, fax numbers etc should be given)	
Constitution (copies of by-laws/memorandum and articles of association, as applicable should be enclosed)	Individual/ proprietorship concern/ partnership firm/ private/public limited company/ co-operative society.
Date of registration/incorporation	
Date of commencement of business	

2 BRIEF HISTORY:

Brief particulars of the organization, indicating changes, if any, in the name, constitution and management	
Total paid-up capital	
Particulars of capital/shares held  <u>Name/Resident/Non-Resident</u>	Address                      % share capital held
Name & Addresses of bankers	
<p>Category consultancy organization (Please tick in the appropriate box)</p> <p>i) Individual consultant <input data-bbox="1059 1093 1158 1133" type="checkbox"/></p> <p>ii) Handles assignments with the help of associates or part time professional staff <input data-bbox="1059 1167 1158 1207" type="checkbox"/></p> <p>iii) Consultancy firm <input data-bbox="1059 1290 1158 1330" type="checkbox"/></p> <p>iv) Consultants who also manufactures/supplies plant, machinery and equipment either directly or through associates <input data-bbox="1059 1368 1158 1408" type="checkbox"/></p>	
Brief particulars of the activities, other than consultancy	
Particulars of consultancy income during last 3 years i) Copies of latest audited financial statements/annual reports or copies of provisional financial statements in the absence of audited accounts should be enclosed	

ii) Income tax clearance certificate (To be enclosed)	
Range of consultancy fees	
Particulars of membership/registration with national/international institutions/agencies (eg Institute of Engineers, Chartered Accountants, Cost Accountants, valuers, NACE, IBRD, ADB, CFTC etc)	
a) <u>Name of professional body</u>	<u>Type of membership</u>
b) <u>Name of the organization</u>	<u>Type of services for which registered / enlisted</u>
Particulars of associations with foreign consultancy organizations, if any	

### 3. AREA OF SPECIALISATION

Service for which enlistment is sought, type of industry group and size of project should be clearly indicated		
<u>Type of service</u>	<u>Industry</u>	<u>Size</u>

### 4. LIST OF IMPORTANT ASSIGNMENTS HANDLED (IN INDIA/ABROAD)

Name & address of the client	Details of services rendered	Month & year in which the assignment was completed	Fee earned	Name(s) of the firms associated with the assignment	Other relevant information such as capital cost of the project in the project report, progress of implementation recommendations etc

5. PARTICULARS OF PROMOTERS/ PARTNERS/ DIRECTORS

Sr No	Name & Designation	Age	Qualification	Industrial consultancy experience	Whether working as a partner/ directors	Particulars of partnership/ directorship with other organizations, if any

6. PARTICULARS OF PROFESSIONAL STAFF (\*Full /part-time & Associates)

Sr No	Name & Designation	Age	Qualification	Specialization	Full/part time & Associates	Particulars of previous experience
i) Detailed bio data of all the professionals to be enclosed ii) Copies of 'No Objection Certificate' in case of present employers of part-time professionals iii) Copies of consent letters from associates						

7. List of KYC Documents enclosed:

ID Proof and address proof of the Consulting Company /Firm as well as that of key persons are to be enclosed:

Date:

Authorized Signatory