

On the firms letter head

Application for Empanelment as Consultant for TEV Studies

To,
Deputy General Manager (SMEBU)
State Bank of India,
Local Head Office
Technical Consultancy Cell
SME Department, 4th floor
C-6, G Block, Bandra-Kurla Complex,
Bandra (East), Mumbai- 400 051

Sub: Request for empanelment as Consultant for TEV Studies

I/ We hereby apply for empanelment as Consultant for conducting TEV studies on the Panel of SBI , LHO Mumbai & Maharashtra and furnish hereunder the requisite supporting bio data/information /documents.

Sr.	Particular	Details		
1	Name of the Firm/Company			
2	Constitution (Copies of by-laws/memorandum & article of association as applicable to be enclosed)			
3	Date of Establishment/Date of registration/date of incorporation			
4	Date of commencement of business			
5	Registered/Communication address of the firm /company Email : Phone No. /Fax No			
6	Details of the Offices/Branches of the firm/company : Maharashtra & Goa			
7	Promoter / Director	Key Technical Expert	One Point Contact Person	
	Name Mobile No Land line No Email	Name Mobile No Land line No Email	Name Mobile No Land line No Email	
8	PAN No.			
	GST No.			
9	Details about the Firm/Company			
a)	Brief Profile of the Firm			
b)	Nature of present activity of the firm/company			
c)	Brief Particulars of activities other than TEV Studies			
d)	Applicants Financial Information as on.....in Lacs for Last 3 Years			
		Year 31.03. _____	Year 31.03. _____	Year 31.03. _____
	1) Paid up Capital			
	2) Net worth			
	3) Income/Revenue			

	4) PAT								
	5) Borrowings								
	6) Debt/Equity Ratio								
	Particular of Capital shares held								
	Name of Holder	Resident/Non Resident	Address	% of share holding					
d)	Existing Banker Details								
e)	Engineering /Technical Degree of promoters/partners/directors/ key experts								
	Name	Designation	Technical Qualifications	Additional qualifications like MBA, LLB, CA, MCA, CS,ICWA,MCM etc	Industrial consultancy experience				
	<i>Supporting copies of all the qualifications needs to be attached</i>								
f)	Area of specializations / industry / sectors in which the firm have expertise in conducting TEV studies with specifying the reason thereof. Type of industry & Size(Project outlay) for which the empanelment is sought:								
	Industry	Sub activity		Project outlay					
g)	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								
h)	Details of the present set up/infrastructure available to deal with TEV work								
i)	Any other credentials worth mentioning (with supporting documents)								
10	Particular of the current empanelment as Technical Consultants for TEV Studies with other Banks/Financial Institutions(Copy of current / active empanelment letters to be enclosed)								
a)	Name of the Banks/FIs/Govt Deptt/ Central PSUs/Defense Establishment			Empanelment since					
	1.								
	2.								
b)	Details of past experience as Technical Consultants for TEV Studies in last 2 financial years (Details to be furnished in the following format)								
	Name of Bank	Name of Branch	Name & address of Client	Project Cost	Loan Amt (FB & NFB separately)	Nature of Task Handled/services rendered	Date of completion of assignment	Fees Charged	Remarks
	<i>Supporting letter of Work Orders / Assignment/Term of reference letter needs to be attached</i>								
11	Registration with Professional bodies/organizations(national/international institution/agencies) such as Institute of Engineer, ADB, IBRD, Valuers etc)								
12	Furnish the details if the firm/any director/promoter/partner has been de-paneled/delisted/blacklisted by any Bank /FI/Organization in the past								

Please attach attested photocopies of the following documents:

Firm Profile	
Memorandum & articles of association/partnership deed of company / partnership firm / LLP & ROC registration	
Supporting copies of education qualifications promoters/partners/directors/ key experts	
Supporting Copies of Additional/Higher Qualification (LLB/MBA/CS/CA/MCA/MCM/ICWA etc)	
Profile/CV of Key Personnel/ Technical Expert / Director	
Detail Of Staff (Engineer/Technical : CV , Certificate)	
Copy Of Empanelment Letters as Technical Consultants from Banks/FIs/Organisations for TEV Studies	
Summary of Assignments Of TEV Studies conducted in last 2 Years (point No.10(b))	
Work Orders /Assignment Letter/Term of reference letter of TEV Assignments from Banks/FIs/Organisations	
Copy of Pan Card	
GST Registration Certificate of firm/company	
Address Proof of Individual/ Corporate/ Firm	
Copy of IT Return of last 3 Years	
Audited B/S of Last 3 Years	
Copy of registration with professional body/Organization	
Two Specimen TEV Studies Reports (2 hard copies)	

- I / We solemnly declare that I / We am /are not debarred / delisted by any Bank /FI/ RBI and any other statutory body for any professional misconduct and our services have not been found deficient by any Bank/FI.
- I / We declare that my /our name does not appear in the IBA Caution List
- I / We solemnly declare that the above information furnished /submitted by me/us is complete and entirely true, and nothing has been concealed. I/we understand that any discrepancy/wrong information would lead to cancellation / de-empanelment as TEV consultant with immediate effect. I / We affirm that terms and conditions of State Bank of India relating to empanelment as Technical Consultant for TEV studies are/will be acceptable to us.
- I/We agree that the Bank's decision regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained by the Bank in this regard.
- 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 hereby confirm that all the necessary supporting documents are enclosed with the application.

On the Behalf of the firm/company

Name of the firm/company

Authorized Signature Name & Designation Stamp of the Firm

Place

Date