

### **LIST OF DOCUMENTS TO BE SUBMITTED**

1. Duly filled Application form.
2. Complete KYC of the Firm / Directors / Partners / Individual etc. (KYC of branches /offices in the state of Karnataka).
3. A Brief Profile of the Applicant (Proprietorship / Partnership Firm / LLP / Company).
4. Copy of Partnership Deed / MOA/ AOA/ROC Registration.
5. Supporting copies of education qualifications promoters/partners/directors/ key experts.
6. Supporting Copies of Additional / Higher Qualification (LLB/MBA/CS/CA/MCA/MCM/ICWA etc.).
7. Profile/CV of Key Personnel/ Technical Expert / Director (In case of applicant being a company, minimum 3 years' experience certificate to submitted of at least three professional directors).
8. Detail of Staff (Engineer/Technical: CV, Certificate) Certificates regarding affiliation with professional bodies like IEEE to be submitted.
9. Copy of Empanelment Letters as Technical Consultants from Banks / FIs / Organization for TEV Studies.
10. Summary of Assignments of TEV Studies conducted in last 3 Years (point No.10(b)).
11. Work Orders / Letter/Term of reference letter of TEV Assignments from Banks.
12. Copy of PAN Card / GST number as applicable.
13. Copy of IT Return of last 3 Years.
14. Audited Financial Report of Last 3 Years.
15. Copy of registration with professional body/Organization.
16. At least three TEV Studies Reports prepared in last 3 years (2 hard copies along with soft copies to be submitted).
17. The individual / proprietor / partnership firm / Company/ LLP should not be delisted / de-panelled by any other Bank / FI. The name of the individual / proprietor / partnership firm /Company/ LLP should not be blacklisted by IBA or any other agency (Self-attested affidavit on stamp paper to be submitted in this regard).
18. Technical consultants / Partnership Firms / Companies/ LLP against whom complaints have been registered with CBI, Serious Fraud Investigation Cell and are blacklisted by any banks / FIs will also not be eligible. (Self-attested affidavit on stamp paper to be obtained in this regard to be obtained).
19. The TEV consultant should not be an undischarged insolvent. In this regard, an undertaking to this effect to be obtained.
20. A declaration from the consultant regarding compliance of regulatory requirements.

**(Note :** 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 documents as may be considered necessary for verifying the eligibility or competence of the TEV consultant.