

	<p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम</p>	<p><b>Credit Monitoring Department</b> धान कार्यालय: 'लोकमंगल', 1501, शिवाजीनगर, पुणे-- 411005</p>	
<p>प्रधान कार्यालय : 'लोकमंगल', 1501, शिवाजीनगर, पुणे - 411005. H. O.: 'Lokmangal', 1501, Shivajinagar, Pune - 411005.</p>	<p><b>एक परिवार एक बैंक</b></p>	<p>Head Office: 'LOKMANGAL', 1501, SHIVAJINAGAR, PUNE- 411005 टेलीफोन/TELE-020 : 25614249 Email : gmcremon@mahabank.co.in;</p>	

## RFP FOR EMPANELMENT OF TEV FIRM/COMPANY/ORGANISATION

Bank of Maharashtra Head Office, Pune invites applications in the prescribed format from the Firms/ Companies/organization who are conducting TEV study and willing to have their firm / company/organization empaneled for carrying out TEV study of borrowal accounts of the Bank. The format along with the details regarding eligibility criteria and other terms and conditions can be obtained from the Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) under "Procurement News".

The duly filled in application form in sealed cover superscribed as 'Application for empanelment for TEV Firm / Company /Organization should reach this office on or before 5<sup>th</sup> December , 2022 by 2:00 p.m.at the above address. Scanned copy of the application should be sent to [gmcremon@mahabank.co.in](mailto:gmcremon@mahabank.co.in) and [cmcremon\\_ho@mahabank.co.in](mailto:cmcremon_ho@mahabank.co.in).



  
**General Manager**  
**Credit Monitoring**

## EMPANELMENT PROCEDURE

Credit Monitoring Department, Bank of Maharashtra, Head Office shall invite applications for empanelment from the independent Firms, Companies and Organizations conducting Techno Economic Viability Study from the operating area of the major center in India. The applicants should submit latest and updated information.

Information in the following format should be submitted by the Applicant TEV Firm:

Sr. No.	Name of the applicant and Constitution	Contact Details viz., Address, Telephone/ Mobile Numbers/ Email Addresses	Year of Establishment	Key Person	Head Office and Branches	Registration details with Income Tax Dept / ICAI	Qualified Engineers, Advocates, CAs/Cost Accountants	Experience and Expertise in different Projects	Empanelment with other Banks	F t r

- o The specialization of Firms, Companies and Organizations for different types of projects viz., Roads, Power, Ports, Telecom, Manufacturing etc. their technical / professional qualified staffing and their previous competence in evaluating various type of projects for its Techno Economic Viability studies shall be considered. Firms, Companies and Organizations shall also be evaluated on the basis of their major submission of such successful report in the past for the banks/ financial institutions / Industries etc. Professional qualification they hold as observed in their applications shall be given due weightage and it will be ensured that the selected panel list contains fairly balanced number of specialist and general evaluators. The Firms and Companies presently existing on the Bank's panel may be given weightage.
- o The TEV Firm should carry out the assessment using its expertise in the field of Technical Assessment, Industry Research and Financial Analysis.
- o The applications received / collected shall be scrutinized and list of empaneled agencies shall be finalized by H.O. The list of Firms, Companies and Organizations empaneled by the H.O. shall be sent to zones. Zonal office shall select TEV Consultant out of that list.
- o The Firms, Companies and Organizations to be taken on panel shall be decided by a committee of General Managers in Head Office to be constituted and headed by the senior most General Manager present in the meeting. The Committee shall comprise members from Credit, MSME, Priority and IRM. The



minimum number of members in the committee for empanelment shall be 4, including Chairman of the Committee.

- Minutes of the TEVS empanelment committee meeting covering the summary comments of its assessment and decision on selection of the TEV firms shall be held on record at H.O.
- The empanelment shall normally be valid for 2 years. The Committee at Head Office shall evaluate the performance of the Firms, Companies and Organizations on the basis of their successful reports.
- The Committee at Head Office is authorized to delete the name of any TEVS Firms, Companies and Organizations from the list by recording reasons for such deletion and giving due intimation to the Company concerned.
- Credit Monitoring Department, H.O. shall circulate the list of empaneled TEVS Firms and Companies to the Zones and branches. Any addition/ deletion in the list shall also be communicated to the zones and branches. A copy of the list duly updated shall be held by Credit Monitoring Department at H.O. and copy shall also be sent to the Credit, Priority, MSME and IRM Department at H.O.

#### **Scope of Work of TEV Consultants:**

##### **Management Evaluation**

- Promoter's experience assessment
- Experience and capability assessment of key persons

##### **Technical Feasibility**

- Assessment in terms of land, buildings, utilities, etc.
- Assessment of project area and specifications
- Appropriateness of equipment's /machineries / technology used
- Assessment of other inputs in terms of requirement and availability of raw material, Water and Power, etc.
- Assessment of Implementation Schedule
- Assessment of various statutory and regulatory approvals / agreements etc. from respective authorities
- Assessment of reasonableness of capital expenditure
- Experience and capability assessment of the key members of the Project execution team

##### **Commercial Viability**

- Market Analysis
- Demand-Supply Analysis
- Competitive Scenario
- Industry Outlook
- Govt. policies



### Strategic analysis

- Location Analysis
- Strengths Weaknesses Opportunities and Threats (SWOT) Analysis
- Risk Analysis & Mitigation
- Critical Success Factors

### Financial evaluation & analysis

- Economic analysis – estimation of revenue, fixed cost & variable cost etc.
- Vetting and assessment of projected Financial Statement
- Estimation of Project indicators – Internal Rate of Return (IRR), Debt Service Coverage Ratio (DSCR), etc.
- Sensitivity analysis.

### **Methodology:**

TEV Firm will analyze data received from Client, utilize secondary and limited primary research methods, financial analysis skills, and industry knowledge to collect relevant information and prepare the Report.

Detailed below is the methodology to be adopted by the TEV Firm to prepare the Techno-Economic Viability Report:

- A. **Literature Survey** – TEV Firm will conduct secondary research on the Company, its businesses and markets, and the industry within which the Company offers its products/ services. The information will be collated through various sources such as:
- i. Equity research reports
  - ii. Annual reports of major players
  - iii. Subscribed data sources
  - iv. Industry associations
  - v. Business information reports
- B. **Industry Assessment** – TEV Firm will collate information on the industry, including:
- I. Basic trends in the industry
  - II. Growth drivers
  - III. Issues and challenges involved in the industry
  - IV. Major players
  - V. Government / Industry regulations
  - VI. Future outlook of industry
  - VII. TEV Firm will also collate information on the major industry players through secondary research.
- C. **Management Meeting / Site Visit** – TEV Firm will interview the Company's management as well as key management personnel by conducting a face-to-face meeting to collect information on the Company's proposed business operations and future plans. Representatives of TEV Firm will also conduct a site visit to the location to assess the sufficiency & suitability of the same. The TEV firm to obtain holistic view from Management and Site Visits.



- D. **Technical Assessment** – TEV Firm will assess the technical feasibility of the project in terms of:
- I. Assessment of processes deployed
  - II. Appropriateness of machineries / technology
  - III. Assessment of other input in terms of requirement and availability of raw material
  - IV. Assessment of utility requirement and availability
  - V. Infrastructure assessment in terms of land, buildings, utilities, etc.
  - VI. Assessment of Manpower planning
  - VII. Assessment of Quality control measures adopted
  - VIII. Assessment of Implementation Schedule
- E. **Project Cost Review** – Based on TEV Firm's technical assessment, literature study and limited primary survey, TEV Firm will validate the project cost estimates including, but not limited to:
- I. Land acquisition costs
  - II. Construction costs
  - III. Plant & Machinery Cost
  - IV. Costs related to government approvals, licenses, etc.
  - V. Project management costs
  - VI. Contingencies
  - VII. Interest payment expenses
  - VIII. Any other costs related to construction activity
- F. **Financial Analysis** – TEV Firm will undertake a detailed analysis to assess the Project's financial performance, as given below:
- **Pro forma Performance Analysis** – TEV Firm will prepare the Project's financial performance in terms of its capital expenditure, debt fund, etc. based on the proposed project plan.
  - **Segmental Analysis of Ratios** – TEV Firm will conduct an analysis of the Project's financial performance using the below-mentioned financial ratios:
    - TEV Firm will assess the Project's financials in terms of
      - Internal Rate of Return (IRR)
      - Debt Service Coverage Ratio (DSCR)
      - Sensitivity Analysis of the aforementioned ratios as appropriate
      - Break-Even Analysis
- **Conclusion** – TEV Firm will – basis the industry & market assessment, technical assessment & financial assessment – comment on the overall techno-economic viability of the Project.

**Indicative List of Documents:**

- **Project related**
  - Company detail – profile, MOA, brief history including milestone, director's profile, management details, etc.
  - Annual reports of last 3 years of the company
  - Annual reports of last 3 years of the group company





- Current status of the project in terms of physical progress, if any project is under implementation
- Government related projects - Documents, Designs, Drawings.
- NOCs, Approvals etc. of the Project.
- CA certificate regarding expenses made till date on the ongoing project implementation, if any
- Linked Financial Model in excel
- **Technical aspects**
  - Sale deeds of land for the unit
  - Location map with detail of connectivity for the unit
  - Plant Layout & machine layout for the unit
  - Licenses and Agreements for technology, plant & machinery, etc, if any
  - Approved/Proposed building plan with area calculation for each unit
  - Various utilities like water, power, etc arrangement with supporting documents for each unit
  - List of plant & machinery with detail like make, model, year of installation, capacity along with supporting document including technical specifications & commercial quote.
  - Life of Plant & Machinery vis-à-vis Loan Tenure.
  - Manufacturing chart of all the products
  - Viability of the Project.
  - List of raw material & consumables required for each product with consumption norms, cost, sourcing arrangement, quotations
  - Detail of capacity balancing to achieve estimated installed capacity for each product
  - Power, Water, Fuel & other utilities demand calculation and arrangement for supply
  - Project implementation schedule
  - Manpower detail of with cost, classification – technical, administration, etc with qualification & experience of key persons, etc
  - Quality control process along with detail of equipment's, test carried out, quality assurance plan, etc
  - Status of statutory compliances with supporting document
- **Marketing aspects**
  - Target market
  - Marketing & selling arrangement,
  - List of major client with details of past sales
  - Copy of contracts with buyers, if any
  - Detail plan of proposed sales in current financial year and next one or two financial year for the product



- Estimated Sales with prices for each product with supporting documents
- **Financial Aspects**
  - Estimated revenue with detail and supporting documents
  - Consumption norms and cost of raw materials, consumables, utilities, fuel, etc with supporting documents
  - Detail of working capital assessment with inventory norms, interest rate, estimated working capital finance
  - Various cost norms like repairs & maintenance, other expenses, SGA Expenses, etc.
  - Peer Group and similar project Analysis and comparison.

**This list is an indicative list & requirement of documents may change on the basis of nature of project & location. Detailed requirement of documents / inputs can be ascertained on initiation of the project, management discussion & site visit.**

**CRITERIA AND TERMS & CONDITIONS FOR EMPANELMENT OF TEVS FIRM, COMPANY AND ORGANISATION**

**Eligibility for Empanelment**

1. 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. Firms / Corporates / Organization who display exceptional professional competence in Techno Economic Viability Studies.
3. Having proven track record of conducting a number of Techno Economic Viability Studies and in depth knowledge and extensive experience in all aspect of Techno Economic Viability Studies and should be aware of the various practices existing in cross section of industries.
4. Having unblemished track record and should not have been blacklisted by any government department / IBA / any financial institution / other organizations. The Firms, Companies and Organizations should furnish self-attested affidavit on stamp paper in this regard.
5. Should have office at major centers of the country.
6. The name of the Firm/Company or its promoter/partner etc. should not be in the defaulters/barred/caution list published/displayed at websites of public bodies such as by RBI/IBA/ECGC/SEBI/CICs etc.



7. Present Statutory Central Auditors / Statutory Branch Auditors / Concurrent Auditors are not eligible for applying for TEV Consultancy.

**Other Terms & Conditions:**

- Application in the format placed below should be submitted to General Manager Credit Monitoring, Bank of Maharashtra, Head Office, Lokmangal, Shivajinagar, Pune-411005, Maharashtra, as per the 'Procurement News' on the Bank's website.
- Usual KYC norms like Identity and address proof of Firm / Company are mandatory.
- PAN Number and Registration Number with Income Tax, Bar Council, Institute of Chartered Accountant/Institute of Cost Accountant of India is also mandatory for applicant and its Partners/Directors.
- In the event of gross negligence/malpractices noticed by the Bank in Techno Economic Viability Studies by the firm conduct/scope of work apart from depanelling the firm /company/organization, the Bank reserves the right to include their names in the cautionary list for circulation to all the Banks through IBA.
- TEVS firms will be evaluated on the basis of their performance and usefulness to the Bank during review of empanelment by the bank at annual interval or as convenient to the Bank.
- Bank reserves the right to reject any or all applications for empanelment without assigning any reasons therefor.
- On empanelment the firm/company will have to give an undertaking with Non-Disclosure Agreement clause.
- Fee structure would be determined by the bank and the concerned TEVS Depending upon the complexity of work involved.

**Application format is given in the Annexure.**





**Application Format for Empanelment of TEVS Firms/ Companies**

1. Name of Firm/Company/ Organization
2. Constitution / Date of Establishment
3. Address:  
Regd. Office (with Phone//Email)-  
Head Office (with Phone//Email) –  
Branches (with Phone/Email) –
4. Registration No. with Income Tax, Bar Council, The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India
5. Details of Technically/Professionally Qualified Proprietor / Partners of firm / Directors of Company / permanent Staff:
  - a) Name
  - b) Address
  - c) PAN Number
  - d) DIN Number
  - e) Passport
  - f) Professional Qualification
  - g) Prof Qualification Registration No.
  - h) Experience
  - i) PAN No of firm/company
  - j) CIN Number of the Company
6. Experience in TEVS of units with documentary proof.
7. Expertise in different types of projects viz., Roads, Power, Ports, Telecom, Manufacturing etc. their technical / professional qualified staffing and their previous competence in evaluating various type of projects for its Techno Economic Viability studies.
8. Whether presently on panel of Bank of Maharashtra as TEV Consultant?  
Yes / NO
9. Whether working as Statutory Central Auditor / Statutory Branch Auditor/Concurrent Auditor of the Bank at present?
10. Whether empaneled with other public sector banks:  
If yes, empaneled since \_\_\_\_\_. Experience in number of years \_\_\_\_\_.
11. Experience in dealing with project finance and its economic viability relating to  
Banking sector.
12. Firm/ Company's paid-up share Capital:
13. Names of Proprietor/ Partner / Major share holder with holdings:
14. Net worth of the Firm/Company.
15. Details of important assignment executed for TEVS during last 3 years  
(year wise names of the assignments.)



16. Area of Specialization of the firm / company:  
17. Details of proven track record.

I/We confirm that the information furnished above is true and correct and we have not been de-paneled/Black listed by any organization in the past and we fulfill all the conditions of eligibility of empanelment with BOM as TEVS Firm.

Place  
Date

Authorized signatory



