

**Annexure – III**

(On the Firm / Company's letter head)

**Application for Empanelment as Project Consultant**

To,  
Deputy General Manager  
Project Finance Department  
National Housing Bank  
Core 5 A, 3<sup>rd</sup> Floor,  
India Habitat Centre, Lodi Road  
New Delhi - 110003

**Sub: Request for empanelment as Project Consultant on panel of National Housing Bank ("the Bank")**

We hereby apply for empanelment as Project Consultant on the Bank's panel and furnish hereunder the requisite supporting information / bio data / documents.

Sr.	Particular
1	Name of the Firm / Company:
2	Constitution: (Copies of partnership deed / memorandum of association as applicable to be enclosed)
3	Date of registration / incorporation (In case of unregistered firms the date of Partnership Deed may be indicated):
4	Date of commencement of business:
5	Registered address of the Firm / Company: Email: Phone No. /Fax No:
6	Communication address of the Firm / Company: Email: Phone No. /Fax No:
7	Details of the Offices / Branches of the Firm / Company (within India)

8	Partner(s) / Director (s)	Key Technical Expert (s)	One Point Contact Person
	Name Mobile No Land line No Email DIN	Name Mobile No Land line No Email	Name Mobile No Land line No Email
9	PAN No.:		
10	CIN No.:		
11	GST No.:		
<b>12</b>	<b>Details about the Firm / Company:</b>		
a)	Brief Profile of the Firm / Company:		
b)	Nature of present activity of the firm / company:		
c)	Applicant's Financial Information as on.....in crore for Last 3 Years		
		Year 31.03._____	Year 31.03._____
	1) Annual Turnover		
	<i>(In case audited Balance Sheet is not available, for FY 2020-21, the Applicant may furnish information as per Provisional Balance Sheet, certified by CA)</i>		
d)	Existing Banker Details:		
e)	Educational / professional qualifications of partners / directors / key experts:		
	Name	Designation	Date of Joining
			Educational Qualifications (Engg in Civil / Architecture)
			Professional qualifications (CA / CS / ICWA / MBA / FRM / CFA)
			Consultancy experience
	<i>Supporting copies of all the qualifications and consultancy experience need to be attached.</i>		

f)	Details of Technical & Managerial Staff :														
	<b>Particulars</b>	<b>Numbers</b>													
	Diploma Holders														
	Engineering in the core branches viz. Civil / Architecture														
	Professional qualification i.e. CA / CS / ICWA / MBA / FRM / CFA														
	Any other qualification														
g)	Details of the present set up / infrastructure available to deal with Project Consultancy / TEV Studies / Project Appraisals:														
h)	Any other credentials worth mentioning (with supporting documents):														
13	Details of the current empanelment as Project Consultants OR for conducting TEV Studies OR for conducting Project Appraisals with other Banks / FIs (Copy of current / active empanelment letters to be enclosed):														
a)	<table border="1"> <thead> <tr> <th>Name of the Bank(s) / FIs</th> <th>Empanelment since</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Name of the Bank(s) / FIs	Empanelment since											
	Name of the Bank(s) / FIs	Empanelment since													
b)	Details of experience as Project Consultants OR for having conducted TEV Studies OR for having conducted Project Appraisals, in last 3 financial years (Details to be furnished in the following format):														
	<table border="1"> <thead> <tr> <th>Name of Bank / FI</th> <th>Name &amp; address of Client</th> <th>Project Cost</th> <th>Loan Amt</th> <th>Nature of Task Handled / services rendered</th> <th>Date of completion of assignment</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>		Name of Bank / FI	Name & address of Client	Project Cost	Loan Amt	Nature of Task Handled / services rendered	Date of completion of assignment	Remarks						
Name of Bank / FI	Name & address of Client	Project Cost	Loan Amt	Nature of Task Handled / services rendered	Date of completion of assignment	Remarks									
14	Registration with Professional bodies / organizations (national / international institution / agencies) such as Institute of Engineers, The Institute of Company Secretaries of India (ICSI), The Institute of Cost Accountants of India (ICAI) or any other professional association:														
	<table border="1"> <thead> <tr> <th>Name of the Professional body / organization</th> <th>Registered / Member since</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Name of the Professional body / organization	Registered / Member since											
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15	Furnish the details if the Firm / Company / Partner / Director has been de-panelled / delisted / blacklisted by any Bank / FI / Govt Body / any other agency in the past:		
	Bank / FI / Govt Body / any other agency	Date of de-listing / de-panelment / blacklisting	Reasons for de-listing / de-panelment / blacklisting
16	Details of Fees Paid: Please provide the details of application fee paid. In case of MSME please mention the "Exemption claimed under MSME" and attach relevant certificate.		
	Remitting Bank	Amount	UTR No.
			Date of payment

- *Wherever space provided is not sufficient to furnish required information, additional sheets may be attached for furnishing complete information.*

Please attach attested photocopies of the following documents duly signed by Partner / Director:

Firm's / Company's Profile	
Copy of Partnership Deed / MOA / ROC Registration	
Supporting copies of educational qualifications of partners / directors / key experts	
Supporting Copies of professional qualification of partners / directors / key experts (MBA / CS / CA / FRM / CFA / ICWA / any other)	
Profile / CV of partners / directors / key experts	
Details of Technical & Managerial Staff (CVs)	
Copy of Empanelment Letters as Project Consultants OR for conducting TEV Studies OR for conducting Project Appraisals from Banks / FIs	
Project Consultants need to submit at least 2 reference checks. The referees shall be Banks / FIs where project consultancy / TEV Study / Project Appraisal has been undertaken by the Project Consultant	
Summary of Assignments as Project Consultants OR for having conducted TEV Studies OR for having conducted Project Appraisals in last 3 financial Years (point No.13(b))	
Work Orders / Letters / Terms of reference of Project Consultancy / TEV Study / Project Appraisal assignments conducted for Banks / FIs in last 3 financial years	
Attested Copy of Pan Card / TIN / CIN	

Attested copy of Voter ID / Driving License / Aadhar No. or any other photo ID card in support of identity and address (in case of Partners / Directors)	
Attested Copy of GST Reg. No.	
Attested Copy of IT Returns of last 3 Financial Years	
Audited Balance Sheet of last 3 financial Years ( <i>In case audited Balance Sheet is not available, for FY 2020-21, the Applicant may furnish Provisional Balance Sheet certified by CA</i> )	
Attested Copy of registration with professional body / organization	
Two Specimen TEV Study Reports (2 hard copies along with soft copies); duly masking confidential / proprietary information	
Undertaking on official letter head as per Annexures III (a) and III (b).	

1. I / We solemnly declare that we are not de-panelled / de-listed / blacklisted by any Bank / FI / Govt Body or any other body for any professional misconduct and our services have not been found deficient by any Bank / FI / Govt Body.
2. 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 Project Consultant with immediate effect. I / We affirm that terms and conditions of the Bank relating to empanelment as Project Consultant are / will be acceptable to us.
3. I / we hereby confirm that all the necessary supporting documents are enclosed with the application.
4. I / we hereby confirm that the Bank reserves the right to reject any / all the application(s) or cancel the entire empanelment process or de-panel the consultant at any stage without assigning a reason.

On the Behalf of the Firm / Company

Name of the Firm / Company

Authorized Signature Name & Designation Stamp of the Firm
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Place:

Date:

**Annexure - III (a)**

(format of Undertaking to be given on official letter head of the Firm / Company)

(ANNEXURE TO THE APPLICATION FORM FOR EMPANELMENT OF  
PROJECT CONSULTANT)

**UNDERTAKING**

I / We agree that:

1. Any discrepancy / wrong information would lead to rejection of the application for empanelment/ de-empanelment with immediate effect.
2. The agency fulfilling the criteria and found suitable will be included in the Bank's Panel and the work will be assigned based on the Bank's internal procedure, Bank's experience with the Project Consultants, cost competitiveness etc.
3. The applications received for empanelment will be considered based on eligibility criteria, need of the Bank (including number of consultant/s to be empanelled) and Bank need not give any reasons for not empanelling any of the applicants. Bank has the discretionary power to change / relax / amend the eligibility criteria prescribed as per requirement of the Bank.
4. Empanelment does not guarantee any commitment on the part of the Bank to assign the work.
5. No fees will be paid to the Project Consultants solely on basis of empanelment with the Bank. Consultancy fees will be based on the fee quotes to be invited for specific assignment/project and finally selected by the Bank for such assignment/project. Following events will entitle the Bank to de-empanel / de-list / blacklist me / us, as well as report my / our name to IBA or any other agency for blacklisting.
  - a. Instances of errors of omission or an instance of concealment of any information or providing any false information in the application or instances of non-adherence to format and coverage of project consultancy.
  - b. Instances of error of commission or concealment of conflict of interest in any project or furnishing wrong data or indulging in unfair practices or TEV study done without the technical person undertaking site visit.
  - c. Action to the detriment of the interest of the Bank.
  - d. Committing an act amounting to professional misconduct.
  - e. Deficiency in Service.
  - f. Blacklisted by any Bank / FI / Govt Body or any complaint has been filed against the Project Consultant before CBI / Serious Fraud Investigation Office (SFIO) / or any other Courts.

The above instances are only illustrative and not exhaustive, and the competent authority of the Bank may amend / modify any of the above conditions or may add one or more such instance that may be considered as a reason for de-empanelment of the Project Consultant.

I/We undertake that:

1. All the pre-requisites listed above for empanelment as Project Consultant are satisfied by me / us & that all the information submitted by me / us are true and correct. I / we, further confirm that all the necessary supporting documents are enclosed with the application.
2. To provide all the details as & when required by the Bank and 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.
3. The Firm / Company have reputation beyond reproach, unblemished track record, with no unsatisfactory conduct in the past and not have been de-empanelled / de-listed / blacklisted by any Bank / FI / Govt Body or any other agency.
4. The name of the Firm / Company or its Partners / Directors have not been in the defaulters / barred / caution list published / displayed by public bodies such as RBI / IBA / ECGC / SEBI / CICs etc.
5. There are no criminal cases pending against me / us and I / we are not convicted in any case.
6. I / we will not undertake consultancy of any project in which I / we have a direct or indirect interest.
7. 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 the advertisement / application herein.
8. 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.

On the Behalf of the Firm / Company

Name of the Firm / Company

Authorized Signature Name & Designation Stamp of the Firm
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Place:

Date:

**Annexure - III (b)**

(To be issued on a letter Head)

**To Whomsoever It May Concern**

This is to certify that M/s ..... having its registered office at ..... is empanelled / was empanelled with this office as a Project Consultant for a period from ..... to ..... for Project Consultancy / TEV Studies / Project Appraisals.

The above Project Consultant had conducted following number of Project Consultancies / TEV Studies / Project Appraisals with us:

Time Period	Number of Project Consultancies conducted		Number of TEV Study Reports submitted		Number of Project Appraisals submitted	
	Project Name	Project cost (Amount in cr)	Project Name	Project cost (Amount in cr)	Project Name	Project cost (Amount in cr)
From the date of empanelment (preferably for last 3 years, if empanelled for more than 3 years)						

The Project Consultant entity has completed its assignments successfully and satisfactorily.

Authorised Signatory:

Name:

Designation:

Date:

Place:

Seal:

**Annexure - III (c)**

[To be submitted along with Application Form]

**ECS MANDATE**

**FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT FROM NATIONAL HOUSING BANK**

**(Please fill in the information in CAPITAL LETTERS)**

1	Name of the Firm / Company:	
2	Address of the Firm / Company	
3	E-mail ID	
4	Phone / Mobile No.	
5	PAN	
6	GST No.	
7	TIN No.	
8	<b>Particulars of Bank A/c*</b>	
A	Name of Account same as in the Bank:	
B	Name of the Bank	
C	Name of the Branch	
D	Address of the Branch with Tel No	
E	Account No. (appearing in Cheque book):	
F	Account Type (SB, Current, etc.)	
G	MICR No.	
H	IFSC Code of the Bank Branch:	

*\*Please attach cancelled cheque leaf with name and bank account number pre-printed as per above bank account no.*

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS#. (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

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Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the bank

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