

**NOTICE INVITING APPLICATIONS  
FOR EMPANELMENT OF PROJECT CONSULTANTS**

1. National Housing Bank (“the Bank”) is inviting applications for shortlisting and empanelment of Project Consultants for the Bank from eligible Partnership Firms / Companies (registered in India) fulfilling the eligibility and other terms appended herewith in the **Annexure - I** along with the supportive documents. An indicative scope of work for the Project Consultant shall be as per **Annexure - II**.
2. The applicants who have already applied under the Advt. No. – NHB/PFD/PC/01/2021 dtd 15.09.2021 for empanelment of Project Consultants which is re-advertised herein, need to apply afresh. The payment if already made under previous advertisement dated 15.09.2021 need not be made again. However, details of fees paid previously, is required to be provided in the Application Form i.e. **Annexure - III**.
3. The application in prescribed format (**Annexure - III**), complete in all respects, along with all supportive documents as stated in the application may be submitted from 14.12.2021; 10:00 am to 03.01.2022; 05:00 pm at the below mentioned address:

**Ms Meghna Prakash  
Assistant General Manager  
Project Finance Department  
3rd Floor, National Housing Bank  
India Habitat Centre, Core 5 A,  
Lodhi Road, New Delhi - 110 003  
Phone nos. - (011) 39187182 / 39187324**

4. The application being submitted should be super scribed as "**APPLICATION FOR EMPANELMENT OF PROJECT CONSULTANTS**" on the envelope and the Applicant's (firm/company) address and contact number under the column "**FROM ADDRESS**" should be clearly mentioned on the back of the envelope.
5. Applications, which are not duly filled up and / or lacking in required supporting documents, shall not be acknowledged, and shall be treated as '**NOT RECEIVED**.' Any application received outside the above-mentioned cut-off dates and time shall not be considered for the process of empanelment.
6. The names of the empanelled Project Consultant/s shall be displayed on the Bank's website. No separate communication shall be made by the Bank to any of the applicants not found suitable for empanelment.

7. Depending on the number of Project Consultants shortlisted for empanelment the Bank may consider zonal / state wise empanelment as per its convenience and the Bank at its discretion may decide to source the Project Consultancy services depending on the proximity to geographical location of the project.
8. The empanelment shall be valid for a period of three years, unless specifically delisted by the Bank at its discretion. While Consultants may be empanelled for a period of 03 years, the tenure of empanelment shall be subject to review at the end of the year or at such intervals as may be decided by Bank. Project Consultant will have to apply afresh after the expiry of the empanelment every three years.
9. The Bank shall have the right to cancel the empanelment process itself at any time, without thereby incurring any liabilities to the affected applicants.
10. The services of the empanelled Project Consultants may be used / utilised by the Bank till such service category is not available on Government e-Marketplace (GeM).
11. For the purpose of clarification of doubts of the Applicants on issues related to this notice for empanelment, NHB intends to hold a Pre-Application meeting on 28.12.2021 at 03:00 pm, which will be held virtually. In case of any change in date/time of Pre-Application meeting the same shall be displayed on Bank's website. The queries of all the Applicants, in writing, should reach by e-mail to [pfid@nhb.org.in](mailto:pfid@nhb.org.in) on or before 24.12.2021 by 05:00 pm. The link for the Pre-Application meeting shall be shared through e-mail to the querists. It may be noted that no query of any Applicant shall be entertained after the Pre-Application meeting. Clarifications on queries will be given in the Pre-Application meeting itself. Only the representatives of the Applicants will be allowed to attend the Pre-Application meeting.
12. Applicants can download the application form and other formats available on Bank's website under Tenders@NHB. Duly filled in application form alongwith relevant attachments in support of documentary proof / evidence in respect of all credentials to be furnished along with the application form. All the attachments should be attested by the Partner / Director.
13. Fee for empanelment as Project Consultant is as under:
  - For the applications falling under MSE category - Nil. A valid MSE Registration Certificate (self-attested) should be enclosed with the Application for claiming exemption from fee for empanelment.
  - For the applications other than MSE - Rs 10,000 /- plus GST (Rupees Ten Thousand only + 18% GST).

- (a) The empanelment fee shall be refunded in case of non-empanelment.
- (b) Any Application received without empanelment fees in form and manner as prescribed in this notice shall not be considered.
- (c) The fees are to be remitted by way of an e-payment in favour of the Bank and details of remittance to be duly provided in the Application Form.
- (d) The details of account in which fees is to be remitted is given below:

S.No	Type	Particulars
1	Beneficiary Name	National Housing Bank
2	Beneficiary Address	Core 5A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003
3	Beneficiary Bank Name	State Bank of India
4	Beneficiary Bank Branch Address	Scope Complex Branch, New Delhi
5	Type of Bank Account	Current Account
6	Beneficiary Bank A/C No	52142903844
7	IFCS code of Bank branch	SBIN0020511

- (e) Applicant must also submit information as per **Annexure - III (c)**, along with a cancelled cheque to receive the refund in case of non-empanelment.

14. Applicants to ensure that the e-mail IDs, phone numbers and mobile numbers being provided in the application form are correct.

**Disclaimer:**

The Bank is not committed either contractually or in any other way to the applicants whose applications are accepted. The issue of this request for empanelment does not commit or otherwise oblige the Bank to proceed with any part or steps of the empanelment process. The Bank and its directors / officers / employees / contractors / agents and advisors disclaim all liabilities (including liabilities by reason of negligence) from any loss or damage, cost or expense incurred or arising by reasons of any person using the information and whether caused by reasons of any error, omission or misrepresentation in the information contained herein or suffered by any person acting or refraining from acting because of any information contained herein. If minimum 3 numbers of eligible applicants are not found suitable for empanelment, the empanelment process stands cancelled automatically.

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Annexure - I

**Eligibility for the Project Consultant**

**Eligibility for a Firm/ Company:**

1. Qualifications of the Partner(s) / Director(s)
  - a. One of the Partner(s) / Director(s) should have Graduate Degree in Engineering in the core branches viz. Civil / Architecture OR should have professional qualification i.e. CA / CS / ICWA / MBA / FRM / CFA.
2. **Experience:**
  - a. The Firm / Company should have done more than 03 (three) Project Consultancies / TEV Studies / Project Appraisals for real estate projects for Public Sector Bank(s) / FIs (Financial Institutions) and should have been empanelled with at least 02 (two) Public Sector Bank(s) / FIs who are into project financing in real estate sector.
  - b. At least 01 (one) of the projects undertaken by the Firm / Company for Project Consultancies / TEV Studies / Project Appraisals should be involving project cost of Rs.500 cr and above in real estate sector.
3. **Additional criteria for the Firm/ Company:**
  - a. The Firm / Company should have an average turnover of Rs.5 crores in last 03 years.
  - b. On roll key staff (Technical and Managerial), whoever is engaged in the Project Consultancies / TEV Studies / Project Appraisals should have:
    - (i) At least 02 (two) professionals with Graduate Degree in Engineering in the core branches viz. Civil / Architecture; and
    - (ii) At least 02 (two) professionals with qualifications such as CA / CS / ICWA / MBA / FRM / CFA.(Self-attested profile of key staff, which shall be countersigned by the Partner / Director of the Firm / Company, as the case may be, to be submitted.)
  - c. The Firm / Company / Partner / Director should not have been blacklisted by any Bank / FI / Government body / any other agency.

**4. Pre-Contract Integrity Pact:**

The Firm / Company, which will be shortlisted for empanelment with the Bank, shall have to sign Pre-Contract Integrity Pact in the format to be prescribed by the Bank and only upon signing, such Firm / Company will be considered for empanelment in the Bank.

**5. Validity of empanelment**

This empanelment as a Project Consultant will be valid for a period of three years, unless specifically delisted by the Bank at its discretion. Project Consultant will have to apply afresh after the expiry of the empanelment every three years.

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Annexure - II

**Scope of Services for Project Consultant**

The empanelment of Project Consultants is being done by the Bank for utilising their services in respect of the eligible real estate projects to be financed by the Bank. The broad scope of work for the Project Consultant would be as under:

- a. Undertake comprehensive appraisal covering technical feasibility and economic viability of projects (TEV study) and submission of report thereof. The TEV study shall also alternatively be known as Preliminary Proposal (PP).
- b. The TEV study / PP shall invariably cover following details, apart from any other important aspect that can be critical for the effective implementation / completion of project:
  - Profile of borrower: constitution, management details, organizational structure, borrowing powers, operations.
  - Financials of agency for last 03 years (including ratios e.g., debt equity ratio, total outstanding / total net worth, DSCR, internal rate of return, return on assets, current ratio etc.).
  - Details of external credit rating (if any).
  - Project details: locations, details of dwelling units, facilities, estimated cost and means of finance, infrastructure & connectivity, demand assessment, target group, identification, selection and eligibility conditions for beneficiaries, procedure for collection of application form & allotment.
  - Projected cash flow along with important ratios e.g., debt equity ratio, DSCR, internal rate of return, fixed assets coverage ratio, loan coverage ratio, return on assets etc. specific to the project.
  - Discounted cash flow for five year / till term of loan
  - Loan assistance, tenure, security, repayment, interest rate.
  - Project viability.
  - Position of statutory clearance & approvals including RERA.
  - Due diligence, risk factors and mitigants.
  - Sensitivity analysis shall be carried out at the time of project appraisal to study the effect of changes in cash flow on account of change in input cost, change in selling price and such other factors of adverse changes in select variables.
  - The PP should cover technical, financial, legal appraisal of the project.
- c. Verification of cost of assets from various documents for land, building, machinery and other fixed assets and details and extent of such verifications will have to be mentioned in the report. Where verification could not be carried out in certain assets, it should be brought out clearly in the report giving reasons.

- d. List all applicable permissions / approvals for the project and their current status will have to be given in the report.
- e. Describe all the assumptions underlying the projections as considered in report / analysis and / or the proponents while discussing the profitability projections.
- f. Carry out such study in connection with requests for fresh funding, additional funding etc. as the case may be.
- g. Project Consultant may also be assigned a project specific job to ascertain any technical capability or capacity and related financial aspects.
- h. Provide clarifications sought by the Bank on the TEV report / PP for which email ID and other contact details should be provided in the report itself.

*Note: The scope of work listed above is only indicative in nature. The detailed scope of work will be indicated at the time of actual assignment depending on the nature of the project to be financed by the Bank.*

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