

Request For Proposal (RFP)
FOR
EMPANELMENT OF CHARTERED ENGINEER



**IFCI TOWER,
61, NEHRU PLACE
NEW DELHI – 110 019**

Date of Issue: 08/07/2022

Last date of submission*: 08/08/2022
***(subject to extension / pre termination)**

Disclaimer

- I. This Request for Proposal ("**RFP**") is not an offer by IFCI but an invitation to receive offers from interested and eligible parties. The purpose of this RFP is to provide the necessary information to such interested and eligible parties that may be useful to them in formulating their Proposals in response to this RFP.
- II. No contractual obligation whatsoever shall arise from this RFP process.
- III. IFCI reserves the right to modify or even not to proceed with the empanelment.

Terms and Conditions for Empanelment of Chartered Engineer

1. BACKGROUND

IFCI Limited is a Government of India (GoI) Undertaking, a company incorporated under Companies Act, 1956 and a Public Financial Institution (PFI) under Section 2, sub-section (72), clause (iv) of the Companies Act, 2013 and having its registered office at—IFCI Tower, 61, Nehru Place, New Delhi -110 019 (here in after referred as IFCI).

IFCI has been appointed as Project Management Agency (PMA) / Service Provider by various Ministries for managing various Production Linked Incentive (PLI) Schemes which inter alia includes assessment of Investment done by the applicant companies in a financial year to qualify under the scheme.

2. PURPOSE

IFCI Limited proposes to form empanelment of competent Chartered Engineer for carrying out assessment of following classes of asset:

- (i) Civil Works;
- (ii) Plant & Machinery;

3. MINIMUM ELIGIBILITY CRITERIA

The minimum eligibility criteria are provided at **Annexure-B**.

4. APPLICATION SUBMISSION GUIDELINES

The application shall be submitted in accordance with the following guidelines:

- (i) An applicant eligible for both the asset classes only are required to make application.
- (ii) One Applicant shall submit only a single application and cannot be a constituent to any other application.
- (iii) Application shall be submitted in the format prescribed at **Annexure-A**.
- (iv) The application shall be unconditional, else, it would be liable for rejection.
- (v) The applicant shall make a payment of non-refundable application fee amounting to INR 5,000/- (Rupees five thousand only) in the following account:

Bank Name	HDFC Bank
Beneficiary Name	IFCI Limited
Account No.	00030350002631
Bank Branch	Surya Kiran Building, Kasturba Gandhi Marg, New Delhi – 110 001.
Account Type	Current
IFSC Code	HDFC0000003

Applicants are required to submit proof of payment of application fee along with the documents.

- (vi) All the information / details are to be supported by documents duly certified by the Applicant.
- (vii) Applications shall be submitted in a sealed envelope titled 'Application for Empanelment of Chartered Engineer' in a tender box kept at the reception or through courier on the following address:

General Manager, Advisory Department
 IFCI Limited,
 IFCI Tower,
 61, Nehru Place,
 New Delhi – 110 019.

For any queries, please write to varun.khowala@ifcilttd.com.

- (viii) The last date for submission of application is 08/08/2022. Application received after 5:30 pm on 08/08/2022 or any such extended date, if any, shall be rejected.
- (ix) Following, self-attested (and / or duly stamped and signed by Authorized Signatory in case of Non-Individual) KYC documents should be submitted along with the duly filled application form:

KYC for Individuals	KYC for Non-Individuals
(i) Copy of PAN Card (ii) Copy of Aadhaar Card (iii) Proof of Membership of The Institution of Engineers (India) [IEI] (iv) Copy of Address Proof (Presently valid document, e.g., latest electricity bill) (v) Last three years' Income Tax Return (vi) GST Registration Certificate (vii) Self-declaration of no criminal record. (viii) Any other details/ information considered relevant.	(i) Certificate of Incorporation (ii) Copy of PAN Card (iii) Copy of Memorandum & Article of Association or equivalent registration document, partnership deed (whichever applicable). (iv) Last three years' Income Tax Return (v) Last three years' Annual Report (vi) GST Registration Certificate (ix) Name of Key Managerial Person and the certificate of proof of Membership of The Institution of Engineers (India) [IEI]. (vii) Declaration on letter head of no criminal record. (viii) Document for authentication of Authorized Signatory viz. Board Resolution, Power of Attorney, etc. (ix) Any other details/ information considered relevant.

5. EMPANELMENT PERIOD

The Chartered Engineer shall be empaneled for a period of 3 years. However, a review exercise may be done periodically based on the performance. IFCI reserves the right to delist the name of the consultant at any stage, if found unsatisfactory or does not comply with

IFCI's requirement or due to any other internal reasons. IFCI's decision will be final in this regard.

6. SCOPE OF WORK

The scope of work would include independent assessment of investment incurred by a company for a particular period. Investment would include the following component:

- i. Plant & Machinery
- ii. Civil Works

The Chartered Engineer will be required to visit the factory premises of the applicant companies and give a certificate on the investment made by the company in the format prescribed by IFCI Limited.

Broad scope of work:

- Background information of the asset being assessed;
- Assessment of approvals for the approved products under respective scheme;
- Disclosure of Chartered Engineer interest/conflict, if any;
- Date of appointment, Chartered Engineer certificate date and date of report;
- Sources of information/documents;
- Procedures adopted;
- Methodology;
- Major factors that influence the value of Civil Works/ Plant & Machinery;
- Conversion of all measurements as per SI units;
- Visit report, pictures, dates, persons/officer accompanied;
- Identification of the asset - GIS coordinates of premises visited;
- Conclusion;
- Caveats, limitations and disclaimers;

For Civil Works:

- Building wise cost of construction (Total built up area in sq. ft. and cost of construction in Rs. per sq. ft.);
- Comparison of companies' cost of construction with standard CPWD rates, if available. Reasons for deviations thereof;
- Total area of the building/civil works with clear demarcation;
- Permitted usage of the building as per the site plan;
- Insured value of building;

- List of all approvals obtained for the land parcel/building (including approved layout by the municipal or such applicable authority, as built drawings);
- Nature of access (private/public, width of access, all weather road) to the site;
- Topography of the land parcel and adjacent area especially any high tension wires crossovers;
- Existing/ongoing development in nearby area;
- It is desirable to have a map of the land parcel and the land parcel must be duly marked on revenue map;
- Ownership of land, type of ownership i.e. freehold or leasehold, tenure of lease, etc.;

For Plant & Machinery:

- Equipment wise break up of installed cost of plant & machinery supported by necessary documents;
- Estimated cost of similar plant & machinery (different make and country of origin, if available);
- Location detail of plant & machinery;
- List of major equipment/machinery along with make & capacity;
- Date of put to use for plant & machinery;
- Whether plant & machinery procured domestically or imported;
- Comment on present condition and obsolescence of plant & machinery;
- Insured value of plant & machinery;
- Documentary proof of installation of plant & machinery at site supported by valid documents;
- Certify the condition of plant & machinery, New or old / refurbished / second hand;
- Confirm the working condition of the machine i.e. working or non-working. Suitability of usage for approved product under respective scheme and annual production capacity;
- Mention the date from which the plant & machinery has been put in use for commercial operation;

The above is a broad scope of work. The format of the certificate to be submitted by the Chartered Engineer shall be prescribed separately for respective scheme.

ANNEXURE-A**APPLICATION FORMAT FOR EMPANELMENT AS CHARTERED ENGINEER****I. General Information**

SN	Particulars	Details (Enclose Supporting Documents, wherever required)												
1)	Asset Class													
2)	Name of the Applicant													
3)	Constitution of Applicant													
4)	Date of Birth/ Date of Incorporation													
5)	Office Address													
6)	Telephone													
7)	Email-id													
8)	PAN													
9)	GST NO.													
10)	Chartered Engineer Certificate No. & Date													
11)	Membership of any other national or international body of Appraiser/Valuer.													
12)	General Profile of the Applicant	<i>Provide details on separate sheet.</i>												
13)	Recent Photograph of the key person/s along with name/s whose credentials is being considered for satisfaction of Qualification criteria	<div style="border: 1px solid black; padding: 10px; width: fit-content;"> <i>* To be signed across</i> </div>												
14)	Name of key persons, their qualification & Age: a) b) c)	<table border="1"> <thead> <tr> <th>Name & Age</th><th>Qualification & Institution</th><th>Year of Qualification</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Name & Age	Qualification & Institution	Year of Qualification									
Name & Age	Qualification & Institution	Year of Qualification												
15)	Membership of key persons/applicant with professional associations													
16)	Registration of key persons/applicant with various authorities													
17)	No. of full time professionals in the firm and the composition of the professionals – engineers, MBAs, Chartered Accountants, etc.	<i>Provide details on separate sheet.</i>												
18)	Presence by way of regional offices in how many states	<i>Provide details on separate sheet.</i>												

19)	List of Financial Institutions/Banks/State Customs Dpt. with which the Applicant is already empaneled	Name of Institute	Date of Empanelment Letter	Period of Empanelment

II. Eligibility Criteria

Sl. No.	Particulars	Whether meets eligibility criteria (Yes/No) (Provide necessary details and enclose documentary proof in satisfaction of each of the eligibility criteria)
1)	Constitution of Applicant for meeting eligibility criteria (Provide a copy of constitutional documents in support of this criteria)	
2)	Qualification for meeting eligibility criteria	
3)	No. of Years of Experience for meeting eligibility criteria	
4)	Gross Receipts for meeting eligibility criteria (Besides financial statements, a certificate from the Chartered Accountant, shall be provided in support of this criteria)	
5)	No. of valuation assignments with PSUs, etc. for meeting eligibility criteria	
6)	Age Limit for meeting eligibility criteria	

(If required separate sheet may be used as enclosure for providing the details for any above columns)

I/we hereby apply for empanelment as Chartered Engineer in your institution and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with IFCI.
2. I/We understand and accept that empanelment shall be at the discretion of IFCI as per requirement and IFCI has a right to reject our application without assigning any reasons therefore.
3. I/We shall submit the reports as per standard formats prescribed by the professional institutes/bank/IFCI with correct and full information and without negligence;

4. If my/our application for empanelment in IFCI is considered favorably ,I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by IFCI from time to time;
5. I/We understand that Empanelment as such does not guarantee award of assignments by IFCI;
6. I/We understand that Empanelment is subject to periodical review by IFCI;
7. I/We understand that IFCI reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
8. The valuation shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by IFCI from time to time;
9. The Valuation report shall reveal true & fair assessment keeping in view the market conditions and the report shall be submitted in the prescribed format, if any;
10. I/We shall maintain secrecy of the business allotted by IFCI;
11. I/We shall not disclaim liability for his/its expertise or deny his/its duty of care, except to the extent that the assumptions are statements of fact provided by the company and not generated.
12. I/We shall not enter into any financial transaction with the IFCI's clients to the detriment of IFCI's interest;
13. Under no circumstances, I/we shall use the name or logo of IFCI in our correspondence with any other institution/agency;
14. If any wrong certification is detected, I/We hereby consent that IFCI may take steps as deemed fit;
15. I/We undertake to keep IFCI informed of any events or happenings which would make me ineligible for empanelment as a Chartered Engineer;
16. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
17. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988";
18. I/We am/are a citizen/incorporated/registered in India;
19. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
20. I/We have not been found guilty of misconduct in professional capacity;
21. I/We am/are not an undischarged insolvent; and
22. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957, Gift Tax Act 1958, Customs Act 1962, Central Excise Act 1944 or CGST Act 2017.
23. I/We hereby understand that IFCI at any point of time may discontinue the empanelment without giving any reasons, to this effect, I/We have no objection.
24. I/We undertake that if any assignment is awarded, I/We will not sub-contract the assigned work.
25. I/We shall not deal in securities of any subject company after any time when he/it first becomes aware of the possibility of his/its association with the assessment, and in

accordance with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 or till the time the valuation report becomes public, whichever is earlier.

26. I/We as an independent Chartered Engineer, shall not charge success fee.

27. I/We shall appear, co-operate and be available for inspections and investigations carried out by the Registration Authority, any person authorised by the Registration Authority, the Valuation Professional Organisation with which he/it is registered or any other statutory regulatory body.

28. I/We shall provide all information and records as may be required by the Registration Authority, the Tribunal, Appellate Tribunal, the Valuation Professional Organisation with which he/it is registered, or any other statutory regulatory body.

29. I/We while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers for a period of three years, for production before a regulatory authority or for a peer review. In the event of a pending case before the Tribunal or Appellate Tribunal, the record should be maintained till the disposal of the case.

DATE:

PLACE:

SIGNATURE OF THE APPLICANT

(To be signed by the individual/ authorised signatory of the firm/ company)

Annexure - B**Eligibility Criteria**

S.N	Criteria	Asset Class	
		Civil Works	Plant & Machinery
1)	Who may apply	Individual/Sole Proprietorship Firm, Partnership Firm/Limited Liability Partnership, Company.	Individual/Sole Proprietorship Firm, Partnership Firm/Limited Liability Partnership, Company.
2)	Qualification	Individual or Proprietorship applicant should have Bachelor's Degree in Civil Engineering from a recognized university and should be registered with The Institute of Engineers (India); In case of partnership firm or LLP, any one of the active partners should possess such registration; In case of Company any one of the full time directors having a board position should possess such registration.	Individual or Proprietorship applicant should have Bachelor's Degree in Mechanical/ Electrical/ Chemical Engineering from a recognized university and should be registered with The Institute of Engineers (India); In case of partnership firm or LLP, any one of the active partners should possess such registration; In case of Company any one of the full time directors having a board position should possess such registration.
3)	No. of Years of Experience	The applicant must have experience of valuation of civil works for a period of atleast 10 years. The applicant must be empaneled with at least 3 PSU/ PSU Banks & FIs/ Govt. NBFCs/ Customs.	The applicant must have experience of valuation of plant and machinery for a period of atleast 10 years. The applicant must be empaneled with at least 3 PSU/ PSU Banks & FIs/ Govt. NBFCs/ Customs.
4)	Gross Receipts	The average gross receipts of the applicant from the valuation services for civil works should be more than Rs. 5 lakhs for individual or proprietorship, Rs.10 lakh for partnership or LLP and Rs.25 lakh for a company, in the preceding 3 financial years i.e. FY 19-20, 20-21 and 21-22.	The average gross receipts of the applicant from the valuation services for plant & machinery should be more than Rs. 5 lakhs for individual or proprietorship, Rs.10 lakh for partnership or LLP and Rs.25 lakh for a company, in the preceding 3 financial years i.e. FY 19-20, 20-21 and 21-22.
5)	No. of assignments with Public Sector Banks, Customs, etc.	The applicant should have completed atleast 10 assignments of valuation successfully for PSU/ PSU Banks & FIs/ Govt. NBFCs/ Customs (enclose copy of such empanelment). Please provide atleast 3 work orders and completion certificate/ payment received proof in last 5 years.	The applicant should have completed atleast 10 assignments of valuation successfully for PSU/ PSU Banks & FIs/ Govt. NBFCs/ Customs (enclose copy of such empanelment). Please provide atleast 3 work orders and completion certificate/ payment received proof in last 5 years.
6)	Age Limit	The person whose credentials is being considered for satisfaction of Qualification criteria, the age of that person shall not be more than 70 years as on 01/06/2022.	The person whose credentials is being considered for satisfaction of Qualification criteria, the age of that person shall not be more than 70 years as on 01/06/2022.
