

APITCO LIMITED

5-9-58/B, 8th Floor, Parisrama Bhavanam, Fateh Maidan Road, Basheerbagh,
Hyderabad- 500 004



NOTICE INVITING APPLICATIONS FOR EMPANELMENT

APITCO Invites applications from Interested Business Associates, Project Management Consultants (excluding construction), Service Providers, Training Providers, Institutions and Individual consultants, on Pan India basis, in about eighteen business areas pertaining to APITCO's Verticals for Empanelment. For eligibility criteria, terms & conditions, areas of operations and prescribed application form, please visit www.apitco.org



NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF

“Business Associates, Project Management Consultants, Service Providers,
Training Providers, Institutions and Individual consultants”

APITCO invites applications, on Pan India basis, from Consulting Firms/Agencies/ Organizations & Individual Consultants in various consultancy domains and services.

APITCO was incorporated in 1976 as a Technical Consultancy Organization (TCO) with IDBI as lead promoter. The organization is now jointly promoted by all-India financial institutions (SIDBI, IFCI, ICICI), Government Corporations (APIDC, APSFC) and Public Sector Banks (State Bank of India, Andhra Bank, Indian Bank & Syndicate Bank).

APITCO provides diverse Technical, Management & Development Consulting services to Government & Industry. Since inception, it has been offering diversified consulting services for promotion and growth of micro and small & medium enterprises.

APITCO has executed assignments across India, Middle-east, far-east and few countries in the African continent. Key clientele include Ministries of the Government of India, State Governments Departments, Multilateral Agencies, Development Financial Institutions, Regulatory Bodies, Banking & Financial Institutions, Public & Private Sector Corporations, and Municipal Corporations/Urban Local Bodies and Prospective Entrepreneurs.

APITCO's Services include:

- Skill Development & Training
- Micro-Enterprise Development
- Entrepreneurship Development
- Industrial Cluster Development
- Project Related Services
- Project Management Consultancy
- International Development Activities
- Asset Reconstruction & Management
- Industrial Market Research
- Infrastructure Planning & Development
- Food & Agri Business Management
- Tourism Infrastructure Development
- Human Resource Consulting
- Development Monitoring & Evaluation
- Energy & Power Management
- Environment & Resource Management
- Innovation & Technology Management
- Urban Planning & Development

Interested Organizations/Agencies/Individual Consultants may send their applications as per the prescribed formats. For further queries mail to: empanelment@apitco.org or call on 040-23237981

D. Institutional consultants & Individual consultants

Terms & Conditions for Empanelment of Institutional consultants & Individual consultants

1. Purpose

APITCO proposes to form a panel of independent and competent Consultants/Firms in all its business verticals towards executing projects.

2. Scope of work

Individual Consultants/ Firms are expected to

- ✓ Participate in the design stages of the project
- ✓ Prepare project master detailing activities, time lines, approval stages, scheme of monitoring & evaluation of the project and risk factors
- ✓ Undertake execution of the project as per the Service Level Agreement with APITCO
- ✓ Participate in review meetings with APITCO and clients
- ✓ Undertake project visits, on site inspections, onsite reviews, impact assessment surveys and any onsite activity as per the need of the project
- ✓ Report the progress as per project master and apprise critical issues towards timely completion
- ✓ Closure of the project with necessary documentation
- ✓ Project closure analyses of each assigned project

Broad operational areas include:

Skill Development & Training, Micro-Enterprise Development, Entrepreneurship Development, Industrial Cluster Development, Project Related Services, Project Management Consultancy, International Development Activities, Asset Reconstruction & Management, Industrial Market Research, Infrastructure Planning & Development, Food & Agri Business Management, Tourism Infrastructure Development, Human Resource Consulting, Development Monitoring & Evaluation, Energy & Power Management, Environment & Resource, Management, Innovation & Technology Management and Urban Planning & Development

3. Minimum Eligibility

(a) For individual consultants

- Graduate/ Post Graduate/ Doctorate in respective field, with aptitude & attitude for professional consultancy
- at least 5 years of consultancy experience preferred but not essential for deserving candidates
- Willing to undertake Pan India assignments

(b) For Firms

- Firm having qualified and experience employees in respective areas: Graduate/ Post Graduate/ Doctorate in respective field with minimum 3 years of experience in consulting
- 5 years of consultancy experience in their field
- Experience should reflect a good level of understanding of areas and solution design
- Reference of Client is mandatory
- Willing to undertake Pan India assignments
- Start-up firms in consultancy are encouraged to apply, however, will be considered on separate terms & conditions

4. General guidelines

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

- a) Application shall be submitted in the format prescribed in Annexure-A.
- b) The application shall be unconditional; otherwise it would be liable for rejection.
- c) All the information/details are to be supported by authentic documents duly certified by the Applicant.
- d) Applications shall be submitted in a sealed envelope titled 'Application for Empanelment of Institutional consultants / Individual consultants of APITCO'.
- e) Application shall be submitted to

APITCO Limited
5-9-58/B, 8th Floor
Parisrama Bhavanam
Fateh Maidan Road, Basheerbagh,
Hyderabad – 500 004
Ph.: 040-23237981
Email: empanelment@apitco.org

5. Period of empanelment

- i. Consultant / Firm shall be empanelled for a period of 3 years. The performance as 'empaneled Consultant / Firm' shall be reviewed annually by APITCO. APITCO reserves its right to de-list the name of the consultant / firm at any stage, by the competent authority of APITCO at its own discretion without assigning reasons thereof.
- ii. Selected Consultant/firm will be required to sign an agreement/MoU (as applicable) with APITCO for a period of Three years for empanelment.
- iii. Service Level Agreement (SLA) is to be signed for each assignment with specific terms and conditions applicable to that project.

6. Declaration

Consultants / Firms are required to submit the declaration along with the application format.

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 APITCO.
2. I/We understand and accept that empanelment shall be at the discretion of APITCO as per requirement and APITCO 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 APITCO with correct and full information and without negligence;
4. If my/our application for empanelment in APITCO is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by APITCO from time-to-time;
5. I/We understand that Empanelment as such does not guarantee award of assignments by APITCO;
6. I/We understand that Entrustment of assignment is subject to periodical review by APITCO;
7. I/We understand that APITCO reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
8. The assignments shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by APITCO from time to time;
9. I/We shall maintain secrecy of the business allotted by APITCO;
10. Under no circumstances, I/we shall use the name or logo of APITCO in my/ our correspondence with other parties;
11. If any wrong conduct of operation is detected, I/We hereby consent that APITCO may take steps as deemed fit;
12. I/We undertake to keep APITCO informed of any events or happenings which would make me ineligible for empanelment as consultant/firm;

13. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
14. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988";
15. I/We am/are a citizen/incorporated/registered in India;
16. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
17. I/We have not been found guilty of misconduct in professional capacity; or have not been black-listed by any Government or CPSE organization.
18. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958, GST or other related Tax matters.

Date:

Place:

Signature of the Applicant
(With Rubber Stamp)

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

APPLICATION FOR EMPANELMENT

Form for Institutional consultants & Individual consultants:

Sr. No	Particulars	Description		
1	Name of Firm			
2	Constitution of Firm			
3	Date of Incorporation			
4	Office Address			
5	Telephone			
6	Fax			
7	Email ID			
8	Website			
9	PAN			
10	TAN			
11	GST			
12	Years of Experience			
13	Number of Consultants			
14	Head of Organization			
15	Key Contact			
16	Financials for past three years	Turnover/Income	Net-worth	PAT
17	Offices Locations / Operations in India and Overseas (List)			

Form for Individuals:

Sr. No	Particulars	Description
1	Name	
2	Date of Birth	
3	Nationality	
4	Present Location	
5	Address	
6	Telephone	
7	Email ID	
8	Mobile	
9	PAN	
10	GST	
11	Years of Experience	

12	Educational Qualifications		(in reverse chronological order including matriculation)		
	Degree / Certificate	University/Board	Year	Specialization	Percentage
13	Work Experience				
	Organization	Designation	Year from	Year to	Role & Responsibility

Areas of Experience

(Tick Accordingly)

1 Skill Development & Training

- Placement linked Skill Development Programmes (PLSDP)
- Skills Training under CSR for PSU & Corporates
- Self Employment Training Programmes (STEP-G & STEP-I)
- Establishing Industry-Institute Skill Development Linkages
- Assessment & Certification

2 Micro Enterprise Development

- Hand-holding of MICRO – Entrepreneurs
- Rural industrialization Programme
- Micro Enterprise Development through CSR and PPP Mode
- Livelihoods & Income Generation Support Activities (IGSA)

3 Entrepreneurship Development

- EDP, TEDP, Women EDP's
- Faculty EDP refresher Programme
- Management Development Programme for Micro-Entrepreneurs

4 Industrial Cluster Development

- Carrying out Cluster Diagnostic Studies and Detailed Project Report
- Implementation of MSME-CDP, Handloom, Handicrafts & Rural Cluster
- Identification & Feasibility of New Industrial Cluster
- Implementation of Business Development services (BDS) in Cluster
- DPR preparation for Common Facilities Centres (CFCs)

	Project Management Consultancy for Cluster Development Activities	<input type="checkbox"/>
5	Project Related Services	
	Techno Economic Viability (TEV Studies)	<input type="checkbox"/>
	Feasibility Studies	<input type="checkbox"/>
	Detailed Project Report Preparation	<input type="checkbox"/>
	Re-structuring turnaround & Revival Strategy	<input type="checkbox"/>
	Technical & Financial Due diligence Reports	<input type="checkbox"/>
6	Project Management Consultancy	
	Bid-process & Transaction Advisory	<input type="checkbox"/>
	Third Party Monitoring & Supervision	<input type="checkbox"/>
	Lenders Independent Engineering Services	<input type="checkbox"/>
	PMC for PPP, EPC and Turnkey projects	<input type="checkbox"/>
	Independent Opinion/ Independent Reports	<input type="checkbox"/>
7	International SME Development	
	Overseas Business Delegation	<input type="checkbox"/>
	SME Market Assessment Studies	<input type="checkbox"/>
	SME Project Profile Development	<input type="checkbox"/>
	SME Project Investment Analysis	<input type="checkbox"/>
	SME Training Activities	<input type="checkbox"/>
8	Asset Reconstruction & Management	
	NPA Resolution & Enforcement Services	<input type="checkbox"/>
	Legal Due Diligence	<input type="checkbox"/>
	Asset Management	<input type="checkbox"/>
	NPA Resolution Plans	<input type="checkbox"/>
9	Industrial Market Research	
	Consumer Behavior & Satisfaction Surveys	<input type="checkbox"/>
	Business Forecasting & Market Potential Assessment	<input type="checkbox"/>
	Market Diversification Studies	<input type="checkbox"/>
	Market Promotion, Linkages & Business Meets	<input type="checkbox"/>

	Industrial Potential & Location Assessment Studies	<input type="checkbox"/>
10	Food & Agri Business	
	Feasibility Reports	<input type="checkbox"/>
	Preparation of Detailed Project Reports	<input type="checkbox"/>
	Techno-Economic Viability Studies of Food & Agri Projects	<input type="checkbox"/>
	Food & Agri Sector Programme Evaluation & Policy Studies	<input type="checkbox"/>
	PMC for Mega Food Parks, Abattoirs & Cold Chain Projects	<input type="checkbox"/>
	Food Sector - EDPs	<input type="checkbox"/>
11	Infrastructure Planning & Development	
	Feasibility Studies for Infrastructure Projects	<input type="checkbox"/>
	Industrial Perspective Planning	<input type="checkbox"/>
	Detailed Project Reports for Industrial Parks	<input type="checkbox"/>
	Master Plan – DPR Preparation	<input type="checkbox"/>
12	Tourism Infrastructure Development	
	Appraisal of Tourism Projects	<input type="checkbox"/>
	Feasibility & Detailed Project Reports	<input type="checkbox"/>
	Architectural & Design Services	<input type="checkbox"/>
	Rural, Heritage Conservation & Eco-Tourism Projects	<input type="checkbox"/>
	Project Monitoring Services	<input type="checkbox"/>
13	Human Resource Consulting	
	Manpower Assessment Studies	<input type="checkbox"/>
	Management Training for SMEs	<input type="checkbox"/>
	Manpower Recruitment	<input type="checkbox"/>
	Developing Performance Appraisal System	<input type="checkbox"/>
	Skill & Competency Mapping	<input type="checkbox"/>
14	Development Monitoring & Evaluation	
	Socio Economic Baseline surveys	<input type="checkbox"/>
	MSME Census Surveys & Third Party Inspection	<input type="checkbox"/>
	Programme Monitoring, Evaluation & Policy Studies	<input type="checkbox"/>
	Social Sector Impact Assessment Studies	<input type="checkbox"/>

	Carrying capacity based development Planning	<input type="checkbox"/>
15	Energy & Power Management	
	Energy Auditing, Efficiency & Conservation	<input type="checkbox"/>
	Green House Gas (GHG) Monitoring	<input type="checkbox"/>
	Renewable Energy Project Development	<input type="checkbox"/>
	Energy Programme Evaluation & Policy Studies	<input type="checkbox"/>
	Training & Capacity Building	<input type="checkbox"/>
	De-centralized Distributed Generation (DDG) Projects	<input type="checkbox"/>
	Execution of Turnkey Projects	<input type="checkbox"/>
	ESGs/PAT, RECES/RPO & Power Trading	<input type="checkbox"/>
16	Environment & Resources Management	
	EIA, EMP, DMP, Risk Assessment & Social Impact Studies	<input type="checkbox"/>
	Wastewater Treatment, CETP, ETP, STP Trunkey Projects	<input type="checkbox"/>
	Waste Minimization, Clean Technology & LCA Studies	<input type="checkbox"/>
	Integrated Waste Management & Waste-to-Energy Projects	<input type="checkbox"/>
	Training & Capacity Building	<input type="checkbox"/>
	Environmental Programme Evaluation & Policy Studies	<input type="checkbox"/>
	Climate Change, Vulnerability & Adaptation Studies	<input type="checkbox"/>
17	Innovation & Technology Management	
	Identification of Commercially Viable Technologies	<input type="checkbox"/>
	Technology Forecasting, Assessment & Policy Studies	<input type="checkbox"/>
	Industrial Innovation, Science & Technology Studies	<input type="checkbox"/>
	Technology Facilitation & Transfers	<input type="checkbox"/>
	Industry-Institute Technology Linkages	<input type="checkbox"/>
	Technology Market Transformation	<input type="checkbox"/>
	Intellectual Property Rights (IPR) facilitation	<input type="checkbox"/>
18	Urban Planning & Development	
	Feasibility Studies for Urban Infrastructure Projects	<input type="checkbox"/>
	Transaction Advisory for Urban Infrastructure Projects	<input type="checkbox"/>

Third Party Monitoring & Supervision of Urban Projects

Smart Cities Project Development

Urban Development Programme Monitoring & Evaluation

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AGREEMENT

THIS AGREEMENT is entered into this -----day of ----- 2018 between the APITCO Ltd having its Corporate Office at # 5-9-58/B, 8th Floor, Parisrama Bhavanam, Fateh Maidan Road, Basheerbagh, Hyderabad- 500 004, herein after referred as 'APITCO' on one side

and

Business Associate/ Project Management Consultant / Service provider / Individual Consultant / Consulting Firm -----, herein after referred as 'Party' on the other side,

WHEREAS, APITCO wishes to have the 'Party' perform the Assignment and the 'Party' is willing to perform this Assignment,

Now, therefore, both the parties hereby agree as follows:

1. Services:

- (i) 'APITCO' would award the work to the 'Party' after following due procedures on merit, ascertaining the capacities and work track record
- (ii) Service Level Agreement (SLA) would be signed between both the parties for each assignment
- (iii) "Terms of Reference and Scope of Assignment," with time limits will be part of SLA
- (iv) Payment terms, schedules, penalties and rewards will be spelt out in the SLA
- (v) 'Party' shall provide the details of personnel to perform the Assignment
- (vi) 'Party' shall submit to the APITCO the reports in the form and numbers and within the time periods specified and also as per the SLA (Service Level Agreement)
- (vii) This agreement will form part of the SLA/s (Service Level Agreement)

2. Performance Standards

The 'Party' undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The 'Party' shall promptly but not later than 3 days replace any employee(s) assigned under this Contract that APITCO considers unsatisfactory.

3. Confidentiality

The 'Party' shall not disclose any proprietary or confidential information relating to the services under this Agreement or APITCO's business or operations, data without the prior written consent of APITCO. A NCNDA (Non-circumvention Non-Disclosure Agreement) may be signed between parties in this regard at the APITCO's discretion.

4. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the 'Party' for APITCO under the Agreement shall belong to and remain the property of APITCO. The 'Party' may retain a copy of such documents and software till the closure of the assignment.

5. Insurance

The 'Party' shall be responsible for taking out appropriate insurance coverage at its own cost.

6. Re-Assignment

The 'Party' shall not re-assign this Agreement or sub-contract any portion of it without APITCO's prior written consent.

7. Dispute Resolution

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration to an arbitrator nominated by the Managing Director, APITCO. Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Hyderabad shall have jurisdiction in the matter.

8. Events of Default

- (i) Delay in furnishing of any report(s) within the period mentioned for in clause no 1 and 2 of TOR, provided that there shall not be default for the period of Force Majeure and delays solely attributable to Party.
- (ii) The report being non-acceptable to Client or APITCO for lack of professional quality.
- (iii) Breach of any of the terms of this Agreement.

9. Consequences of Default

- (i) On the occurrence of any of the event of default on the part of Business Associate, APITCO may terminate this Agreement and claim refund of any money paid and refuse to make any more payment.
- (ii) In case of default being limited to delay only, APITCO, may in the alternative, claim the agreed liquidated damages @ 1% of the amount of contract for every week of delay, not exceeding in any case 5% of the amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the 'Party'.

10. Force Majeure

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majeure. A party claiming relief on this account shall immediately on becoming aware of Force Majeure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majeure means Acts of God, wars or similar action affecting India, Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Party.

11. Notice

The address of the Parties for all communication is:

APITCO:

5-9-58/B, 8th Floor
Parisrama Bhavanam
Fateh Maidan Road, Basheerbagh,
Hyderabad – 500 004

Business Associate:

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or email shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this ----- day of -----, 2018.

For and on behalf of the

The APITCO Ltd

FOR -----

Signed by:

Signed by

Designation:

Designation:

In presence of

In presence of