



**TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT  
CORPORATION,  
CHENNAI 600028.**

**REQUEST FOR QUALIFICATION(RFQ) FOR EMPANELMENT OF  
CONSULTANCY FIRMS FOR VARIOUS ESG FUNCTIONAL AREAS**

**September 2020**

## **SECTION A. INVITATION FOR EMPANELMENT:**

1.The Tamil Nadu Infrastructure Fund Management Corporation Limited (hereafter referred to as TNIFMC), is an Asset Management Company (AMC) promoted by the Government of Tamil Nadu (GoTN) for the purpose of raising and managing alternative asset funds focused on sectors like infrastructure, affordable housing etc. It has a well-defined strategy to originate, invest, actively manage and exit its portfolio of assets with risk-mitigators specific to its Public Private Partnership (PPP) nature as well as Public and Private nature and can thus deliver superior returns in this sector.

2.TNIFMC is currently managing two Alternative Investment Funds (AIF), viz., Tamil Nadu Infrastructure Fund (TNIF) and Tamil Nadu Shelter Fund (TNSF). The mandate of both the AIFs is to strategically invest in projects that would benefit the State of Tamil Nadu whilst delivering risk-adjusted returns to its investors. GoTN, is the Sponsor of the funds. Both Funds are registered under the Securities and Exchange Board of India (SEBI), the Securities Market Regulator in India.

3.Tamil Nadu Shelter Fund (TNSF) is registered as a Category I (Social Venture) Alternative Investment Fund, with a mandate to invest in affordable housing in Tamil Nadu. TNSF invests in affordable housing projects in the private, PPP or Government and/or its agencies.

4.TNSF is ensuring that its investments are in compliance with the applicable national laws and regulations on environment (including, but not limited to: air, water, noise, forests and natural resources, greenhouse gas emissions, energy, solid waste management, hazardous waste management, green building codes, etc.), social (including, but not limited to: labour and child labour, occupational health and safety, fair wages and compensation, land acquisition, resettlement & rehabilitation, community health and safety, cultural heritage, etc.) and governance (Companies' Act 2013, SEBI & RBI guidelines on corporate governance, prevention of corruption, etc.) and are aligned to meet the international standards on ESG, namely:

- ✓ The World Bank Group's Environmental and Social Standards (2018), in particular ESS 9 on Financial Intermediaries  
<http://pubdocs.worldbank.org/en/837721522762050108/Environmental-and-Social-Framework.pdf#page=105&zoom=80>;
- ✓ ADB's Safeguards Policy Statement (SPS) 2009;
- ✓ Equator Principles, 2013;
- ✓ UN Global Compact
- ✓ G4 Sector Disclosure for Financial Services  
(<https://www.globalreporting.org/resource/library/GRI-G4-Financial-Services-Sector-Disclosures.pdf>); and
- ✓ IFC's Corporate Governance (CG) Development Framework
- ✓ United Nations' Sustainable Development Goals

5.In this regard, TNIFMC proposes to empanel Consultancy Firms for doing ESG Due Diligence and ESG Impact Assessment for Tamil Nadu Shelter Fund (TNSF) under the following categories: **Category A:** ESG Due Diligence and **Category B:** ESG Impact Assessment, which could form the basis for future negotiations and ultimately a contract between your firm and TNIFMC.

6.TNIFMC reserves the right to empanel nil or any number of consultants under each of the functional areas or sectors as mentioned above.

7.The information and the details received will be evaluated based on the criteria given and qualified consultancy firm(s) will be short-listed for the proposed ESG Functional Area.

1. Interested consultancy firm(s) must provide all the relevant information (in English language only) as per the prescribed format.

2. Qualified firms have to apply individually. No consortiums or joint ventures or sub-consultants are allowed.

3. The details can be downloaded from the websites: [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in), <http://www.tnifmc.com/>

4. The document must be delivered in the office of Tamil Nadu Infrastructure Fund Management Corporation Limited, (TNIFMC), No. 19, T.P. Scheme Road, Raja Annamalai Puram, Chennai – 600028 **on or before 15.00 hours on 16-10-2020.**

5. In addition, the agencies/applicants are required to send the scanned copies of the complete setup of their documents by email to [tnifmc@tnifmc.com](mailto:tnifmc@tnifmc.com) **on or before 15.00 hours on 16-10-2020.**

8. In order to obtain first-hand information on the assignment, it is desirable that a representative of your firm may contact us until **12-10-2020** at Office of TNIFMC, No.19, T.P. Scheme Road, Raja Annamalai Puram, Chennai – 600 028, Email: [tnifmc@tnifmc.com](mailto:tnifmc@tnifmc.com) before the proposal is submitted.

9. Firms applying for empanelment in more than one ESG Functional Area may please submit the documents in separate covers superscribed as applicable. The empanelment will be done in the following Functional Areas as mentioned earlier:

- i. **CATEGORY A:** ESG Due Diligence Consultants
- ii. **CATEGORY B:** ESG Impact Assessment Consultants

## **SECTION B. INSTRUCTIONS FOR APPLICATION PROCESS**

### **1. Definitions**

**1.1.** In this document, the following words and expressions have the meaning hereby assigned to them.

**1.2.** APPLICANT means a Single Firm.

**1.3.** A FIRM means a partnership firm / a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under the applicable laws of its country of origin.

**1.4.** EMPANELLED CONSULTANCY FIRM shall mean applicants who have been empanelled in each stream of Sector and Functional Area

### **2. General Eligibility Criteria:**

**2.1.** The Applicant eligible for participating in the qualification process shall be a Single Firm.

**2.2.** Applicant shall have been in business in India for at least 5 Years and have an office in India at the time of application for the empanelment.

#### **2.3. Financial Criteria:**

**2.3.1. For Empanelment under ESG Due Diligence:** The Applicant should have an average turnover (defined as consulting/advisory services fees) of at least Rs.1 Crore in each of the last three years.

**2.3.2. For Empanelment under ESG Impact Assessment Sectors:** The Applicant should have an average turnover (defined as consulting/advisory services fees) of at least Rs.1 Crore in the last three years.

**2.4.** An Applicant which has earlier been blacklisted or debarred by the Government of India, Government of Tamil Nadu, any other Governments, any PSU of Central Government or State Government or any other Public Sector or Multilateral Agency shall not be eligible to submit an Application, if such bar subsists as on the Application Due Date. The Applicant shall be required to furnish an affidavit that there is no such bar imposed and existing as on the application due date as per format provided.

### **3. General information:**

**3.1.** The empanelment will be initially for a period of 2 years or till fresh empanelment is done whichever is earlier.

**3.2.** Pre-qualification/Empanelment does not necessarily mean that a job will be assigned to the Empanelled Consultancy Firms. If necessary, TNIFMC may call for tenders from the empanelment for engagement in services on Quality cum Cost Based Selection (QCBS) method.

**3.3.** Further communication/clarifications will be made with the Consultancy Firms, if required before empanelment.

**3.4.** All information submitted will be the property of Tamil Nadu Infrastructure Fund Management Corporation and will not be returned.

**3.5.** The cost incurred by the Applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the consultancy firms and the Tamil Nadu Infrastructure Fund Management Corporation, in no case will be responsible or liable for these costs regardless of the conduct or outcome of the process.

#### **4. Application Schedule**

##### **4.1.Name and address of the client**

**Ref: EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS ESG FUNCTIONAL AREAS - TO TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION**

Principal, Tamil Nadu Shelter Fund  
Tamil Nadu Infrastructure Fund Management Corporation (TNIFMC),  
No.19, T.P. Scheme Road,  
Raja Annamalai Puram,  
Chennai – 600 028.  
Email: [tnifmc@tnifmc.com](mailto:tnifmc@tnifmc.com)

**4.2.** Due date and time for submission of information and details up to **3.00 p.m. on 16-10-2020.**

**4.3.** Applicant(s) providing inadequate information will be liable for rejection.

**4.4.** An applicant must furnish Curriculum Vitae (as per the format provided in Form-10) of at least three key personnel under each ESG Functional Area, failing which the application shall be rejected.

**4.5.** The information and the details received will be evaluated and qualified consultancy firm(s) only will be short listed and empanelled for the proposed assignment.

#### **5. Instructions for Preparation of Application**

**5.1.** Interested Applicant(s) must provide all the relevant information (in English language only) as per the prescribed format.

**5.2.** All information requested for in the enclosed forms should be furnished against the respective column in the format. If information is furnished in separate documents, reference to the same shall be given against the respective column. If information is 'Nil', it shall also be mentioned as 'Nil' or 'No such case'. If particular query is not applicable in the case of the Applicant, it shall be stated as 'Not applicable'. No column should be left blank. However, Applicant (s) are cautioned that non-submission of complete information called for in the required formats or making any change in the prescribed forms may result in the application being summarily rejected.

**5.3.** Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the

applicant shall be submitted by the Applicant which may be verified by Tamil Nadu Infrastructure Fund Management Corporation, if considered necessary.

**5.4.** The applicants are advised to attach any additional information which is considered necessary in regard to proving their capabilities. No further information will be entertained after submission of the application, unless it is called for by the Tamil Nadu Infrastructure Fund Management Corporation.

**5.5. Applicants applying for more than one empanelment shall have to submit separate proposals for each empanelment requisition.** An applicant may apply for more than one ESG Functional Area.

**5.6.** The Proposal shall be typed and signed by the authorised signatory of the Applicant who shall initial each page. In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made in the proposal shall be initialled by the person(s) signing the Application.

**5.7.** If the application is made by a Limited Company, it shall be signed by a duly authorized person, in which case a certified copy of the Power of Attorney or Board Resolution issued by the Board of Directors shall accompany the application.

**5.8.** The Applicant should submit a Power of Attorney as per the format enclosed, authorising the signatory of the Application to sign and submit this Application.

**5.9.** All financial information shall be given in Indian Rupee only.

**5.10.** Proposal should be indexed and each page of the proposal shall be serially numbered, in case of submission of published documents, the first page of the document shall be numbered.

**5.11.** The applicants should provide the following documents in English language in the format prescribed:

S. NO	FORM NO	PARTICULARS OF FORM	ENVELOP
(i)	Form-1	Legally binding signed declaration of undertaking	ENVELOP A- APPLICANT DETAILS
(ii)	Form-2	Particulars of the Applicant	
(iii)	Form-3	Statement of Legal Capacity	
(iv)	Form-4	Power of Attorney for Signing of Application	
(v)	Form-5	Financial Capability of Applicant	
(vi)	Form-6	Affidavit Certifying that Entity / Director(s) of Entity are not Blacklisted	
(vii)	Form-7	Application for Empanelment under Various ESG Functional Areas	
(viii)	Form-8	Summary of Sector-wise relevant experience	ENVELOP B - SECTORAL EXPERIENCE
(ix)	Form-9	Sector -wise Summary of Key professionals	
(x)	Form-10	Curriculum vitae of the Applicant's Key personnel	
(xi)	Form-11	Any other relevant information	ENVELOP A - APPLICANT

S. NO	FORM NO	PARTICULARS OF FORM	ENVELOP
			DETAILS
(xii)	Annexure 1	Format for Outer Label	OUTER ENVELOPE

*For ample clarity, Applicants applying for one ESG functional area shall keep Forms 1-11 keep in an Outer Envelope; format for label of Outer envelope shall be as per Annexure 1. In case, Applicants are applying for both the ESG functional areas, Forms 1-11 shall be filled in two separate Outer Envelopes.*

**5.12.** The format for the outer label of the Proposal cover is provided at Annexure-1. The same shall be used by the applicant.

**5.13. Proposals without the cover of the proposals as requested above will not be opened.**

**5.14. Applicant should mention the Names, Address and Contact Details of the ‘Key Contact Person’ for self in Form -2. Any further communication by the Board or the users of the empanelment shall be addressed to such person (s). Post empanelment, the empanelled consultants are required to inform of changes in point of contact to TNIFMC, failing which TNIFMC shall not be held responsible for non-receipt of communication by TNIFMC or departments using the empanelled list.**

**5.15.** The professional Curriculum Vitae of the applicants should be of personnel who have experience of working on projects / assignments in that ESG Functional Area.

## **6. Right to Accept or Reject any of the Applications**

**6.1.** TNIFMC reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected Applicants or without informing them of the grounds for TNIFMC’s action.

**6.2.** TNIFMC reserves the right to reject any Application if:

- a) At any time, a material misrepresentation has been made or discovered; or
- b) The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.
- c) Rejection of the Application by TNIFMC, as aforesaid, would lead to the disqualification of the Applicant.

**SECTION C. Empanelment of Consultancy Firms for various ESG Functional Areas:**

**1. Broad role of the Empanelled Consultancy Firms (as approved by the Board)**

<b>Types of Advisors</b>	<b>Expected Role</b>	<b>Typical Output</b>
ESG Due Diligence Consultants	<p>ESG due diligence is a core part of the deal process. A complete view of all relevant risks and opportunities is critical in order to negotiate the right the right terms for a deal.</p> <p>The objectives of conducting an ESG due diligence is to assess and rate the ESG risks associated with the proposed project. This shall help TNSF to make an objective decision of the proposed investment/target.</p>	<ul style="list-style-type: none"> <li>➤ ESG Due Diligence Report</li> </ul>
ESG Impact Assessment Consultants	<p>TNSF is a social impact fund and intends to create Environmental, Social and Governance related (ESG) impacts on target sections of the society and the society at large, through its investments in affordable housing projects addressing those sections of the society (namely low-income group, economically weaker sections, vulnerable communities such as senior citizens, working women, industrial workers, students). These would be the direct beneficiaries. There are co-benefits for neighbourhoods and communities who would come under the indirect beneficiary umbrella.</p> <p>Since the project would be assessed over a considerable duration of time, there may be several direct and indirect impacts experienced by intended (direct) and indirect set of beneficiaries. The interventions under the projects are limited in nature such as buildings, recreational facilities etc. There may be more indirect impacts as compared to direct impacts of the projects. Some of the impacts are reasonably foreseeable and could occur as a result of the project implementation, but some impacts may occur much later in time or are experienced by indirect beneficiaries such as the beneficiaries' families residing in rural areas and are not based in the project area.</p> <p>The objectives of conducting an ESG Impact Assessment is to assessment the environmental, social and governance</p>	<ul style="list-style-type: none"> <li>➤ ESG Impact Assessment Report</li> </ul>



<b>Types of Advisors</b>	<b>Expected Role</b>	<b>Typical Output</b>
	<p>impacts of the identified project.</p> <p>This shall help TNSF to make an objective decision of the impacts achieved through the identified project investment.</p>	

## 2. CRITERIA & EVALUATION MATRIX –

The Evaluation Committee appointed by the Chief Executive Officer (CEO), Tamil Nadu Infrastructure Fund Management Corporation will carry out its evaluation applying the evaluation criteria and marking system specified below.

**2.1.** The broad evaluation criteria are underlined below. Applicant(s) which will get a score of less than **70 marks** will not be considered for empanelment. Of the others, the firms scoring equal to or more than 50 marks will be empanelled based on the qualification marks. Wherever Applicant(s) do not have the minimum experience, their score for those criteria will be taken as zero.

2.1.1. Advisory Assignments undertaken relevant to Category A and Category B India shall only be considered for evaluation.

2.1.2. Ongoing Advisory assignments shall be considered as experience subject to receipt of 80% of the advisory services fee by the applicant. In this regard, applicant shall enclose certificate from the firm of Chartered Accountants that ordinarily audits the annual accounts of the applicant certifying the percentage of fee received for such assignment.

2.1.3. Applicant's experience on projects / assignments undertaken in the previous 5 years shall be considered for evaluation.

2.1.4. Academic qualifications claimed by applicant's key personnel should be recognized by UGC/AICTE/AIU (GOI)/State Technical Board. Length of professional experience of such key personnel shall be considered post completion of the relevant qualification.

2.1.5. Qualifications of Key professionals:

2.1.5.1. **Environmental Specialist** with a post graduate degree in environmental sciences / engineering from a reputed university in India or abroad and more than 15 years of experience in undertaking environmental impact evaluations of projects will be preferred.

2.1.5.2. **Social Specialist** with a post graduate degree in humanities (sociology / economics / political science / public policy) from a reputed university in India or abroad and with 10-15 years of experience in undertaking social impact evaluations of projects will be preferred.

2.1.5.3. **Corporate Governance Specialist** with a graduate degree (post graduate preferred) in any field from a reputed university in India or abroad and with 5-10

years of experience in providing corporate governance improvement trainings to senior executives of organizations in different sectors.

**2.1.5.4. Monitoring and Impact Assessment Specialist** with with 10-15 years of experience ( only applicable for the ESG Impact Assessment Functional Area)

2.1.5.5. **Junior professionals** having 8-10 years of experience in the fields mentioned above – may assist the key personnel during the course of the assignment. No marks would be provided to these junior professionals for the purpose of evaluation.

2.1.6. An applicant must furnish Curriculum Vitae (CV) (as per the format provided in Form-10) of atleast 4 Key Personnel under each ESG functional area.

2.1.7. Only CVs of Key Personnel who have relevant experience corresponding to the ESG Functional Area, shall be considered for evaluation.

## 2.2. CATEGORY A: ESG DUE DILIGENCE CONSULTANTS

Sl. No.	Particulars	Maximum marks	Gradation
<b>1.</b>	<b>Financial Strength of the Applicant</b>	<b>10</b>	
	Average Annual Turnover from ESG Due Diligence Services	10	Less than INR 50 Lakhs – 0 marks Above INR 50 Lakhs up to INR 1 Crores – 9 Marks Above INR 1 Crores – 10 Marks
<b>2.</b>	<b>Experience of preparing Detailed ESG Due Diligence Project Reports in the sector</b>	<b>50</b>	
	No. of assignments worked on as ESG Due Diligence consultant	50	Below 3 assignments– 0 marks 3 assignments- 30 marks 5 assignments and more – 50 marks
<b>3.</b>	<b>Location of Office</b>	<b>10</b>	
	Applicants having an office in Chennai, Tamil Nadu	10	Yes – 10 marks No – 0 marks
<b>4.</b>	<b>Professional/People strength</b>	<b>30</b>	
a.	Environmental Specialist with > 15 years' experience	10	1 professional – 10 marks
b.	Social Specialist Engineering Professionals with 10- 15 years' experience	10	1 professional – 10 marks
c.	Corporate Governance Specialist Engineering Professionals with 5- 10 years' experience	10	1 professional – 10 marks
d.	Junior Professionals with 8-10 years of experience may assist the key personnael during the course of the assignment. However, CVs of all proposed team members will need to be shared with TNSF and only those personnel that TNSF finds suitable for undertaking the assignment must be deployed.		
	<b>Total</b>	<b>100</b>	

### 2.3. CATEGORY B: ESG IMPACT ASSESSMENT CONSULTANTS

Sl. No.	Particulars	Maximum marks	Gradation
<b>1.</b>	<b>Financial Strength of the Applicant</b>	<b>10</b>	
	Average Annual Turnover from ESG Due Diligence Services	10	Less than INR 50 Lakhs – 0 marks Above INR 50 Lakhs up to INR 1 Crores – 9 Marks Above INR 1 Crores – 10 Marks
<b>2.</b>	<b>Experience of preparing Detailed ESG Impact Assessment Reports in the sector</b>	<b>40</b>	
	No. of assignments worked on as ESG Impact Assessment consultant	40	Below 3 assignments– 0 marks 3 assignments- 20 marks 5 assignments and more – 40 marks
<b>3.</b>	<b>Location of Office</b>	<b>10</b>	
	Applicants having an office in Chennai, Tamil Nadu	10	Yes – 10 marks No – 0 marks
<b>4.</b>	<b>Professional/People strength</b>	<b>40</b>	
a.	Environmental Specialist with > 15 years' experience	10	1 professional – 10 marks
b.	Social Specialist Engineering Professionals with 10- 15 years' experience	10	1 professional – 10 marks
c.	Corporate Governance Specialist Engineering Professionals with 5- 10 years' experience	10	1 professional – 10 marks
d.	Monitoring and Impact Assessment Specialist with 10-15 years' experience	10	1 professional – 10 marks
e.	Junior Professionals with 8-10 years of experience may assist the key personnael during the course of the assignment.However, CVs of all proposed team members will need to be shared with TNSF and only those personnel that TNSF finds suitable for undertaking the assignment must be deployed.		
	<b>Total</b>	<b>100</b>	

**SECTION D. Checklist of Documents for Submission**

Please send your Empanelment application/form in the following order:

<b>S. No</b>	<b>Particulars</b>
1	Legally binding signed declaration of undertaking
2	Particulars of the Applicant
3	Statement of Legal Capacity
4	Power of Attorney for Signing of Application
5	Financial Capability of Applicant
6	Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted
7	Application for Empanelment under Various ESG Functional Areas
8	Summary of Functional area -wise relevant experience along with attested Client certificate
9	Sector-wise summary of Key professionals available with firm
10	Curriculum vitae of the Applicant's Key personnel
11	Any other relevant information
12	Signed Copy of the RFQ Document along with Corrigendum, Minutes of Meeting

**Form - 1**  
**Legally binding signed declaration of undertaking**

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards (“Core Labour Standards”) in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of India.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of India

Place:

Date:

Signature of the authorized  
representative of Applicant

**Form - 2**  
**Particulars of the Applicant**

	Empanelment ESG Functional Area:	
	State the following:	
	Name of Applicant	
	Legal status	
	Country of incorporation	
	Registered address	
	Year of Incorporation	
	Year of commencement of business	
	Principal place of business	
	Name, designation, address and phone numbers of authorized signatory of the Applicant	
	Name	
	Designation	
	Company	
	Address	
	Phone No.	
	Fax No.	
	E-mail address	
	Name, designation, address and phone numbers of Key Contact Person of the Applicant	
	Name	
	Designation	
	Company	
	Address	
	Phone No.	
	Fax No.	
	E-mail address	



For the Applicant, state the following information:

- i. Has the Applicant been penalized by any organization for poor quality of work or breach of contract in the last five years?

Yes/No

- ii. Has the Applicant/ or any of its Associates ever failed to complete any work awarded to it by any public authority/ entity in last five years?

Yes/No

- iii. Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years?

Yes/No

(Signature, name and designation of the authorized signatory)  
For and on behalf of

***Incorporation Certificate of Applicant, to be enclosed***

**Form - 3**  
**Statement of Legal Capacity**

*(To be forwarded on the letter head of the Applicant)*

Ref. Date: To,

.....  
.....  
.....

Dear Sir,

***Sub: RFQ for EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS ESG FUNCTIONAL AREAS***

I/We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFQ document.

I/We have agreed that ..... (insert individual's name) will act as our Authorised Representative and has been duly authorized to submit our Application.

Further, the authorised signatory is vested with requisite powers to furnish such Application and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of .....

**Form - 4**  
**Format for Power of Attorney for Signing of Application**

*(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)*

Know all men by these presents, We, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. .... (name and residential address) who is presently employed with/ retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for \_\_\_\_\_ (“Empanelment”) including but not limited to signing and submission of all documents and providing information / responses to Tamil Nadu Infrastructure Fund Management Corporation (“TNIFMC”), representing us in all matters before TNIFMC, and generally dealing with TNIFMC in all matters in connection with or relating to or arising out of our application for Empanelment .

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....  
(Signature, name, designation and address)

Witnesses:

1.

2. Notarised

Accepted  
.....  
(Signature, name, designation and address of the Attorney)

Notes:

- *To be executed by the Lead Member in case of a Consortium.*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**Form-5**

**Financial Capability of Applicant**

(to be enclosed by the Sole Applicant)

<b>Year</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018 -19</b>	<b>Average</b>
(Rupees in Lakhs)				
Revenue from Advisory Services <sup>#</sup>				
Net worth <sup>#</sup>				
<b>Certificate from the Statutory Auditor @</b>				
This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of Revenue from Advisory Services/Consultancy fees.				
Name of the audit firm: Seal of the audit firm				
Date:				
(Signature, name and designation of the Authorized signatory)				

# The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

@ In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder

**\$ Applicant to enclose Audited Balance Sheet and Profit & Loss account for last 3 years**

**Form-6**

**Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted  
(On a Stamp Paper of relevant value)**

We M/s. .... (Sole Applicant), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India or any Multilateral Agency from participating in Project(s), either individually on \_\_\_\_\_ (Application Due Date).

We further confirm that we are aware that as per SECTION B - Clause 6.2 (b), our Application for Empanelment would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of SECTION B - Clause 2.5 at any stage of the Empanelment Process.

Dated this .....Day of ....., 201....

Name of the Applicant

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

**APPLICATION FOR EMPANELMENT**

*(To be forwarded on the letter head of the Applicant)*

Ref. Date: To,

.....  
.....  
.....

Dear Sir,

***Sub: RFQ for EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS SECTORS/ ESG FUNCTIONAL AREAS***

I/We, the Applicant , apply for empanelment in CATEGORY \_\_\_\_: \_\_\_\_\_ *(to be filled in by applicant)* for the following sectors\*:

1. \_\_\_\_\_
2. \_\_\_\_\_

*(\*Applicant to mention all sectors under which empanelment is sought under this proposal. Strike out whichever is not applicable)*

Our experience pertaining the above sectors is submitted as part of this proposal.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of .....

**Form - 8**

**ESG Due Diligence Consultants – Summary of Relevant Experience**

**Name of the Sector:** \_\_\_\_\_

Sl. No.	Project Name	Name of Client	Location (City, State)	Period (From – To)	Project Cost	Value of the Assignment	Applicant's share in Fee	Fee Received	Brief Scope

**Attachments:**

- For completed assignments : Completion certificate from client
- For ongoing assignments : LOI/LOA/Agreement copy

Certificate for proof of Fee received audited by Chartered Accountant to be enclosed as proof for ongoing assignments (Refer SECTION C- Clause 2.1)

Signature of the authorized representative of  
Applicant



**Form - 8**

**ESG Impact Assessment Consultants- Summary of relevant experience**

Sl. No.	Project Name	Name of Client	Location (City, State)	Period (From - To)	Project Cost	Value of the Assignment	Applicant's share in Fee	Fee Received	Brief Scope

**Attachments:**

- For completed assignments : Completion certificate from client
- For ongoing assignments : LOI/LOA/Agreement copy

Certificate for proof of Fee received audited by Chartered Accountant to be enclosed as proof for ongoing assignments (Refer SECTION C- Clause 2.1)

Signature of the authorized representative of  
Applicant

**Form - 9**

**Summary of key professionals available with Applicant**

Sl. No	Name of Key professional	Qualification	Total no. of years of experience (Post-Qualification)	Area of Expertise/ Specialization	Years with the firm
<b>Professionals with &gt;15 Years' experience</b>					
1.					
2.					
3.					
4.					
5.					
<b>Professionals with 10-15 Years' experience</b>					
1.					
2.					
3.					
4.					
5.					
<b>Professionals with 8- 10 Years' experience</b>					
1.					
2.					
3.					
4.					
5.					

Signature of the authorized representative of Applicant

**Form No. 10**

**Curriculum Vitae of Key professionals**

1.	Name of the Firm	:	
2.	Name of Staff	:	
3.	Date of Birth	:	
4.	Nationality	:	
5.	Personal address	:	
	Telephone No.	:	
	Fax No.	:	
	E.mail.id.	:	
	Personal address	:	
	Telephone No.	:	
	Fax No.	:	
	E.mail.id.	:	
6.	Education	:	
		:	
7.	Other training	:	
		:	
8.	Languages	:	
		:	
		:	
9.	Membership in Professional Societies	:	
10.	Countries of work experience	:	
11.	Employment Record		
	From:		To:
	Employer:		
	Position held and description of duties		
	From:		To:
	Employer		
	Position held and description of duties		
	From:		To:
	Employer		
	Position held and description of duties		

12	Work undertaken which best illustrates capabilities for similar projects		
	(i)		
	(ii)		
	(iii)		


Certification

I ..... undersigned, certify that to the best of my knowledge and belief this resume correctly describes myself, my qualification and my experience. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, if employed.

Signature of the staff member

Date:

Signature of the authorized representative of Applicant:

Full name of the authorized representative:

Date:

**Form - 11**

**Any other relevant information**

Signature of the authorized representative of  
Applicant

**FORMAT FOR OUTER LABEL**

**EMPANELMENT OF CONSULTANCY FIRMS FOR VARIOUS ESG FUNCTIONAL AREAS - TNIFMC” TO TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION**

**FUNCTIONAL AREA:** \_\_\_\_\_

**TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION  
No. 19, T.P. SCHEME ROAD, RAJA ANNAMALAI PURAM,  
CHENNAI 600028.**

**Submitted by:**

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