**APPLICATION FORM FOR EMPANELMENT OF DOMAIN EXPERTS (INDUSTRY SPECIFIC)**

1. **GENERAL DETAILS**

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| --- | --- | --- | --- |
| **S.No** | **Particulars** | **Details** | |
|  | Name of Applicant |  | |
|  | Industry domain expertise / specialization |  | |
|  | PAN Card/Passport/AADHAR Card/Driving License/Bank Account & Statement details latest 6 months and Passport Size Photograph (Copy to be enclosed |  | |
|  | Address of the applicant |  | |
|  | Telephone numbers/Cell no |  | |
|  | E mail address |  | |
|  | Particulars of administrative office if any |  | |
|  | Brief Personal Information:   |  |  |  | | --- | --- | --- | | Age | Qualification | Experience in domain industry | |  |  |  | | | |
|  | Are you in the panel of any bank or Organization as Domain Expert | |  |
| 9. (a) | Name of organization /Bank | |  |
| 9.(b) | Empanelment /Assignment period | |  |
| 9.(c) | Works undertaken with details | |  |

**NOTE:** Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures, but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant should enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document should be duly signed by the Applicant or their authorized representative.

1. **AREA OF SPECIALISATION / EXPERIENCE:**

Domain experts necessarily should have engineering qualification as basic degree.

Domain expert applying for the empanelment shall have minimum experience of 20 years in the specific area in which the empanelment is sought

Domain expert to provide the experience details covering industry, sub-sector, area of core competence etc. along with necessary documents in support of the experience mentioned.

Details of the projects handled or opinion/ consultancy services executed are to be provided chronological order year-wise along with supporting documents. Satisfactory reference in this regard are to be enclosed.

**Annexure**

**General Conditions**

* 1. The empanelment is for providing specific opinion on the project of the new and existing projects. However, the Bank has the right to accept or not, the opinion report at its own discretion.
  2. The appointment will be non-exclusive retainership basis. Domain Experts shall be offered to quote based on nature/size of the project, scope of work referred to them through the Circles/PCBs. The fee is finalized based on competitive quote.
  3. The empanelment shall be valid for a period of three years unless otherwise revoked. Bank reserves the right to cancel empanelment at any time without assigning any reason. Expert’s approval will automatically cease if any adverse feature is noticed or reported by our bank branches/ Offices without assigning any reasons, whatsoever.

**Acceptance of Terms & Conditions**

If information and details furnished by me are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the bank can de-empanel without any notice to me.

* 1. I unconditionally accept that the Bank reserves the right to call for additional information/ documents for verification in connection with assignment handled, as may be required as and when necessary from time to time.
  2. I unconditionally accept that the empanelment of the expert shall be sole discretion of the bank and the decision of the bank shall be final and binding in all respects.
  3. I undertake to follow ethics of faith and will carry out the assigned job with due diligence maintaining the quality of work done in least possible time.
  4. I understand that I will be held responsible for the findings/ suggestions/ implications on the opinion undertaken by me for any overestimate, wrong estimate/ under estimate etc. therein and withholding any information and will be liable for action as deemed fit.
  5. I will maintain confidentiality and secrecy of the assignment/ business given by the Bank.
  6. I will refrain from carrying out any financial transaction with the Bank’s borrower/ prospective borrower for whose assignment is entrusted to me.
  7. I undertake to inform of having not worked in the company whose project is assigned by bank for seeking opinion.
  8. I am enclosing declaration that the expert/firm is neither interested as promoter/ shareholders in the project entrusted for seeking opinion.
  9. I have not been delisted by any Bank /FI in the past for any act of professional misconduct/ Fraud.
  10. I confirm that the Partner/ Director/ Promoter of the empanel firm/ Company/ agency have not been convicted for any offence and sentenced to a term of imprisonment by any court.
  11. I will carry out its assignment with due diligence and in accordance with prevailing standards of the profession.
  12. I undertake that, under no circumstances I will use any legend containing the Bank’s name or symbol on my letter heads, signboards, name plates, visiting cards etc., and will not use this empanelment to canvas the business.
  13. I unconditionally accept that the selection for empanelment does not amount to an appointment or right for an appointment to be made by the Bank and the Bank is free to avail the services of any expert of choice and no right exists for an empanelled domain expert to claim that they alone should be entrusted with Bank’s work.
  14. I understand that the opinion of domain expert would be of vital input for decision making of the Bank. In the event the opinion/ certification given by me turns out to be untrue and factually incorrect causing loss to the Bank, the Bank may seek such clarification as may be required to investigate the matter and fix accountability. In the event, it is established that there were gross negligence/ unfair practices/ professional misconduct on part of the expert/firm or it had colluded with the borrower in causing pecuniary damage/ loss to Bank, the Bank may recommend the name for inclusion in the caution list being maintained by the IBA for circulation amongst member Banks, and take other penal action as deemed necessary.
  15. I accept that in case, any opinion submitted by me is found to be false or distorted and/ or I am found to be adopting unfair practices and indulge in irregularity/ fraud, the Bank can exercise right to inform/ notify bodies like Institute of Engineers/ Surveyors/ Chartered Accountants/ Valuers and professional bodies for such act/ professional misconduct and request for suitable action.
  16. I undertake to carry out the assignment as per the scope of Work specified by the Bank, but same shall not limit to scope defined in Bank’s Guidelines issued from time to time. Bank reserves the right to ask for any additional information where necessary.
  17. I undertake willingness to take up assignment anywhere in India as per bank need.

**Date: Signature of applicant**

**Place: Seal of the applicant**

**The application to be sent to the following address:**

**Deputy General Manager**

Project Appraisal Group,

International Operations Wing,

Head Office Annex,

2nd Cross, Gandhinagar,

Bengaluru 560 009.

Telephone: +91 80 22356195.

E mail : [hopfd@canarabank.com](mailto:hopfd@canarabank.com).