In regard to the assignment to perform**Report cum TEV study covering technical, commercial and financial aspects of the project M/S XXXX,** the following is the checklist of the documents which is required to carry out the assignment:

* 1. Any Project Report/ DPR prepared if any.- Project Report is attached
  2. Financial Model of the Project in excel with proper assumptions & Projections.
  3. Brief Description about the project.-Mentioned in the Project Report.
  4. Information regarding the Current Physical Status of the project.-
  5. Write-up of the details of the promoters (Name, Age, Qualification, Experience in the subject Industry)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Age | Qualification | Experience |
| Mukesh Gupta | 64 Years | B.Com | 40 Years |
| Nipun Gupta | 37 Years | MBA | 13 Years |
| Nitin Gupta | 35 Years | B.Tech | 11 Years |

* 1. Write-up of the Business Plan/Model.- Mentioned in the Project Report.
  2. List of the Raw material required with grade and specifications. Mentioned in the Project Report.
  3. List of the expected suppliers of the raw material.
  4. List of the expected customer-line.
  5. Details of the manufacturing facility/Infrastructures:
     + 1. **Land: We have purchased the land. Sale Deed is attached.**

1. Total Area of the land used for the project.
2. Layout Plan.
3. Land is purchased or on lease.
4. Current status/utilization of the land.
5. Address of the Unit
6. Google coordinates of the location.
7. Attach sale deed.

* + - 1. **Building: Factory Lay Out is attached**

1. Total Area proposed for the building.
2. Layout/ Site plan.
3. Site Map Approval/Sanctioned.
4. Details of the contractor's engaged.
5. Attach agreement with contractor.
   * + 1. **Plant & Machinery-** Mentioned in the Project Report. You have also done the cost vetting of this project. Cost vetting is attached
6. List of proposed equipment’s as per below heads:

* Serial Number
* Equipment name
* Manufacturer name
* Specification/capacity
* Expected Landed Price
* Current status of the order

1. Kindly Attach Bills/ Invoices/ Purchase Order/ Any agreement with the suppliers/ Quotations.
2. Is Project is implemented through any EPC consultant? If yes then Details of the same like Name of the consultant, its website. Attach EPC consultant contract.
   1. Total proposed project cost with break-up and means of financing thereof. Mentioned in the Project Report.
   2. List of statutory approvals required to be obtained with its status *as per attached* *format in Annexure xx* (Kindly attach copy of approvals status).
   3. Any market study performed at your end during planning of the product.
   4. Details of the product with its specification (Product with capacity to be built up and processes you are planning to adopt). Attach few product photographs too.
   5. Detailed List of workforce planned (skilled, semi-skilled, and Un-skilled). Mentioned in the Project Report.
   6. Completion schedule of the Project (List down high-level milestones and to be achieved date, COD) *as per attached* *format in Annexure xx- Schedule is attached*

Rest if anything additional will be required during the preparation of the **TEV** report, then we will further request you.