



UCO BANK

HEAD OFFICE: 10, B.T.M SARANI, BRABOURNE ROAD, KOLKATA – 700 001, INDIA

**REQUEST FOR PROPOSAL (RFP)  
FOR  
EMPANELMENT OF NON-SECURITY  
PRINTERS.**

Printing & Stationery Department,  
2, India Exchange Place Kolkata-1

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HO/PTG &STY/TENDER/04/2018-19

Date:01.02.2019

**NOTICE INVITING OPEN TENDER FOR EMPANELMENT OF VENDOR FOR PRINTING OF NON SECURITY ITEMS.**

1. UCO BANK invites Applications from reputed /well-established, resourceful and experienced printing presses /firms situated at in & around Kolkata involved in printing of Non-security stationery items for the general use of Bank, for empanelment as Non-Security Printers. Existing empanelled Non security printers in the Bank's panel needs to apply afresh.

Interested parties can download the pre-qualification document format from our website: [www.ucobank.com](http://www.ucobank.com). The pre-qualification documents completed in all respects along with Tender cost (non-refundable) in the form of Demand Draft for Rs. 1000.00 (Rs. One thousand only) favouring UCO Bank, payable at Kolkata has to be submitted on or before **22.02.2019 at 4.00pm.**

Technical bid documents along with Tender cost in form of draft of Rs.1000/= (Rs one thousand only) should be sealed in one envelope to be super scribed "**Application for Empanelment of Non Security Printers'** and shall show name and address of the **Applicant** will be submitted to the address given in para 3.00 below so as to reach on or before date specified there in.

Tenders will be opened on **25.02.2019 at 11.00am at** the same venue, where you may remain present, if so desired.

## 2.0. Eligibility Criteria:

- 2.01. Applicant press must be a Reputed printing press entity in and around Kolkata, should have been established in the business for a minimum period of last 3 years(documentary proof in this regard to be submitted.)
- 2.02. Applicant Printers must have GST registered unit (not under composite scheme).
- 2.03. Applicant must have an average annual turnover of **Rs.25.00Lakh** for the last three financial years as on 31.03.2018.

**3.00.** The applications in sealed cover have to be submitted to The Deputy Gen. Manager on or before **22.02.2019 upto 4.00 pm** at following address.

**The Deputy Gen. Manager,**

**UCO BANK,**

**Ptg. & Sty. Department,**

**2, India Exchange Place(1<sup>st</sup> Floor)**

**Kolkata,700 001**

3.01. Tenders will be opened on **25.02.2019 at 11.00 am.** in the presence of applicants present there at the same venue.

## **4.00**Pre-qualification Document should contain the following:-

- i. Tender application in prescribed format.
- ii. Documentary proof of orders executed to PSBs/PSUs/Private Reputed firms.
- iii. Tender Cost in the shape of Demand draft for Rs.1000- (Rs. one thousand only) in favour of UCO BANK, payable at Kolkata.
- iv. True copy or certified copy of Partnership Deed or Registration Certificate as applicable.
- v. Balance Sheets and Profit & Loss Accounts for 3 years.
- vi. Sales Tax Registration (Value Added Tax) Certificate.
- vii. Details of Plant and Machinery
- viii. Copy of Pan No.
- ix. GST enrollment proof.

**4.1 PERFORMANCE SECURITY:** The selected Vendors will be required to submit a Performance Security for Rs.1,00,000 /- (Rs. One Lakh Only ) in the form of Bank Guarantee issued by a scheduled Indian Bank other than Uco Bank or a Foreign Bank located in India in the form provided in the RFP **(Annexure V)** and must be valid for three years with three month claim period to protect the Bank against risk of their conduct during the empanelment period. The Performance Security shall be denominated in the Indian Rupees only. Security Deposit is also applicable for the MSME firms.

4.2 Method of Submission :

**The Tender Application with required documents for technical qualification shall be sealed in an envelope and The envelope shall be super scribed as "Application for Empanelment of Non Security Printers", and shall show name and address of the Applicant and will be submitted to the address given in para 3.00 above so as to reach on or before date specified there in.**

4.3 Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.

4.4 Incomplete applications are liable to be rejected

4.5 For any clarification, following may be contacted:

Chief Manager,  
UCO BANK, HEAD OFFICE,  
2,India Exchange Place,KOLKATA- 700 001  
Ph.no.033-2231-9041, 033-44557176  
hoptgsty.calcutta@ucobank.co.in

4.6 If the application is made by a partnership firm, a certified copy of the partnership deed, Certificate of Registration, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

4.7 If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the Authorization document complying with the above to be enclosed.

4.8 The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

**5.0 Evaluation of Application**

5.1 The applications shall be examined so as to ascertain whether the applications:

- i) meet the eligibility requirements;
- ii) have been properly prepared and signed;
- iii) contain all the details called for and are in proper format
- iv) are accompanied by required authorization, and
- v) are otherwise generally in order.

5.3 The decision of the Bank to accept or reject any application will be final. Empanelment will be subjected to satisfactory physical inspection of the unit. Empanelment finalized will be valid for three year subject to yearly review of the performance.

5.4 The Bank reserves the right to reject any or all application without assigning any reason.

5.5 Empanelled press will be required to keep the paper supplied for printing in safe godowns under insurance cover. A monthly stock statement to be submitted to bank.

5.6 In case the applicant's close relatives are associated with Bank and in particular the Stationary section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.

- 5.7 **Contract Period:-** The empanelment for printing Non-Security Paper will be valid Initially for one year. On providing satisfactory service, empanelment may be extended for further period.

**6.0 Rejection Criterion is subject to:**

- 6.1 Tenders documents do not contain all required documents.
- 6.2 Conditional Tenders will not be considered.
- 6.3 Earnest Money is not deposited.
- 6.4 Not fulfilling the eligibility criteria as mentioned in 'Eligibility Criteria'.
- 6.5 Tender documents received after date and time specified for such purpose.

**7.0 Bank reserve the right to the following:**

Bank reserve it's rights, without giving any reason whatsoever and without any cost or compensation therefor, to.

- 7.1 Reject any or all proposals received in response to the RFP.
- 7.2 Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.
- 7.3 Extend the time for submission of proposal.
- 7.4 Modify the RFP document, by an amendment that would be notified on the Bank's Website.
- 7.5 Independently ascertain information from the Banks and other institutions/ companies to which the bidder has already extended IFRS/ Converged Indian Accounting Standards (IND-AS) Services for similar assignment.
- 7.6 Modify the time period stipulated above for completion of assignment during the execution of assignment if it deems fit.

**8. Taxes and Duties:**

- 8.1 The bidder will be entirely responsible to pay all taxes whatsoever in connection with delivery of the services at the sites including incidental services and commissioning.
- 8.2 Wherever the laws and regulations require deduction of such taxes at the source of payment, Bank shall effect such deductions from the payment due to the vendor. The remittance of amount so deducted and issue of certificate for such deductions shall be made by Bank as per the laws and regulations in force.
- 8.3 Nothing in the contract shall relieve the vendor from his responsibility to pay any tax that may be levied in India/abroad on income and profits made by the vendor in respect of this contract.

## **9.0 TERMINATION FOR DEFAULT(S)**

9.1 The Bank reserves its right to cancel the work order/ terminate Empanelment by giving a prior written notice of 15 days to the selected Contractor in the event of, but not limited to, one or more of the following situations:

9.2 Unnecessary or unwarranted delay in execution of the work allotted.

9.3 Delay in providing the requisite manpower at the Bank's site.

9.4 Breach of trust is noticed during any stage of the consultancy assignment.

9.5 The selected bidder commits a breach of any of the terms and conditions of the bid.

9.6 The selected bidder goes in to liquidation voluntarily or otherwise.

9.7 An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.

9.8 If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.

9.9 The Bank reserves the right to recover any dues payable by the selected Contractor from any amount outstanding to the pending bills and security deposit, if any, under this contract or any other contract/order.

9.10 If there is any conflict of interest.

9.11 In addition to the cancellation of work order/ termination of Empanelment, The Bank reserves the right to appropriate the damages from the earnest money deposit (if any) (EMD) provided by the selected bidder and/or forfeit the Performance Bank guarantee furnished by the contractor. In such event the order shall be, if the Bank so desires, passed to any other empanelled contractor at the match prices and other terms & conditions of the Bank.

**10.CONSEQUENCES OF TERMINATION:** The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non-performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

**11. DISPUTE RESOLUTION MECHANISM:** The Vendor and The Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

11.1 The Party raising a dispute shall address to the other Party a notice in writing requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

11.2 The matter will be referred for negotiation between designated officials of the Bank /Purchaser and the Authorised Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

11.3 In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the

failure of negotiations. Arbitration shall be held in Kolkata and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

11.4 The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. The arbitrators shall hold their sittings at Kolkata.

11.5 The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Kolkata alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement.

12. Integrity Pact:- Successful Bidder/ Empanelled vendor to whom work will be awarded has to execute integrity pact and Non-Disclosure agreement as per banks format as per **Annexure-III** and **Annexure-IV** on Non-Judicial Stamp Paper of appropriate value.
13. Indemnity Bond:- Successful Bidder/ Empanelled vendor to whom work will be awarded has to execute Indemnity Bond as per banks format as per **Annexure-II** on Non-Judicial Stamp Paper of appropriate value.
14. Vendors finally selected for empanelment will have to enter into an agreement with the Bank in the prescribed format. **(Annexure-I)**
15. Successful Vendor has to execute all necessary documents as per RFP/NIT within seven days of Empanelment.

**16.PUBLICITY:** Any publicity by the contractor in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The Contractor will not make or allow to make a public announcement or media release about any aspect of the Contract unless BANK first gives the contractor its prior written consent.

Deputy Gen. Manager,  
UCO BANK,  
General Administration Department,  
2, India Exchange Place (1<sup>st</sup> Floor)  
Kolkata, 700 001



TENDER APPLICATION (On letter head)

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

The Deputy Gen. Manager,  
UCO BANK,  
General Administration Department,  
2, India Exchange Place(1<sup>st</sup> Floor)  
Kolkata,700 001

Dear Sir,

This is in response to your tender no HO/PTG &STY/TENDER/04/2018-19 dated 01.02.2019

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as non-security printers.

It is certified that the information furnished in this document is authentic. We hereby authorize UCO Bank to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.  
2) Tender cost (non-refundable) in the form of Demand Draft for Rs. 1000.00 (Rs. One thousand only) favouring UCO Bank, payable at Kolkata.  
3) True Copy of Partnership Deed or Registration Certificate.  
4) Balance Sheets and Profit & Loss Accounts for 3 years.  
5) Sales Tax Registration (Value Added Tax) Certificate  
6) GST enrollment copy.  
7) Trade license no.& date of issue.  
8) Name of Banks/PSUs whose printing work are being done along with their performance certificates.  
9) SSI Registration number ,if any

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "A"

DETAILS OF ORGANISATION    General Information:

1. Name and address of the Firm.
2. Address of godown.
3. Contact Person :
4. (a) Telephone : (b) Mobile :
5. (c) Fax : (d) E-mail :
6. Place of incorporation/ registration
7. Year of Incorporation/ registration

II. Name and address of Owners/Partners/Directors:


III. Number of Employees;

	Regular	Parttime
Skilled	---	---
Unskilled	---	---

IV. Structure and Organization

- A. The applicant is a Limited Company/Corporation/Partnership/Proprietorship
- B. Number of years of experience in similar work
- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details
- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)
- E. Give details of your experience in execution of printing jobs of Institutional customers.
- F. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

SCHEDULE "B"  
FINANCIAL STATEMENT:

**A. General:**

Name of Applicant

Name of Banker

Address of Banker

Telephone

Financial information

Contact person with Designation.

Previous three financial years (Rs. In lacs)

2015-16

2016-17

2017-2018

1. Total Assets

2. Current Assets

3. Total liabilities

4. Current liabilities

5. Profits before taxes

6. Profits after taxes

7. Net Worth

8. Working Capital

Note:

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

**B. ANNUAL TURN OVER DATA FOR LAST THREE YEARS**

YEAR TURNOVER IN RS.LAKHS.

2015 – 2016

2016 – 2017

2017 – 2018

AVERAGE ANNUAL TURNOVER

Note:1. All individual firms must complete the information in this form. The information furnished should be the annual supply turnover in terms of the amount billed to clients for each year for Job done during each of the last three years.

Schedule "C"

PLANT AND MACHINERY OWNED BY THE ORGANISATION

Name of Applicant

Sr no	P & Machinery	Year Of manufacture	capacity	Number

Description: APPLICATION FOR EMPANELMENT OF NON SECURITY PRINTERS

DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Company/Firm)

\_\_\_\_\_  
(Title of Officer)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Date)

## ANNEXURE-I

### Draft Agreement

**THIS AGREEMENT** made at the day of \_\_\_\_\_ 20...

#### BETWEEN

**UCO Bank**, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001, represented by the Authorized Signatory of its Department of Information Technology, Mr....., .....(Designation) (hereinafter referred to as "UCO Bank/ Bank" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the **FIRST PART**

#### AND

**"M/s. ....**, a Company incorporated under the Companies Act \_\_\_\_\_, having its registered office at ..... India, represented by its Authorised Signatory, Mr. ...., ..... **(Designation)** (hereinafter referred to as the **"VENDOR"**, which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the **SECOND PART"**.

**WHEREAS** the Bank is desirous of executing Contract for .....at UCO Bank Head Office at .....

**AND WHEREAS** the said work as mentioned in the work order have been accepted and signed by and on behalf of the Vendor.

**AND WHEREAS** the vendor has agreed to execute upon and subject to condition set forth herein and work order, General conditions of contract, special condition of contract, including all other conditions as mentioned, in the work order, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as "the said conditions") the work described in the said specification and included in the tender at the rates therein set for in UCO Bank Work Order No..... dated .....201 and amounting to the sum of Rs. ....(Rupees ..... only) inclusive of all Taxes .

#### NOW IT IS HEREBY AGREED AS FOLLOWS:

The following documents attached hereto shall be deemed to form an integral part of this Agreement:

(a) R.F.P.(Request For Proposal) dated .....

(b) Corrigendum (if any) dated .....

#### GENERAL TERMS AND CONDITIONS:

**1. Scope of work:** Printing of non-security items for the general use of Bank. As and when Bank requires printing order will be placed to the empanelled vendors. Vendor for non-security printers shall be responsible for bearing the cost of lifting of

paper/boards from our Central Store situated at Lal Bazar, Kolkata after accepting the printing order and thereof supply of the printed non-security items to our Central Store situated at Lal Bazar, Kolkata.

M/s..... shall be responsible for arranging and obtaining at his own cost, the necessary work permits, tax forms / clearance of Central / State Government, passports, visas, police permits in connection with the execution of the order.

### **3. Duration of the Contract:**

The time period for supply of printed non-security items to the UCO bank will be 20 days. unless delay may be accepted by bank or contract may be terminated earlier by the Bank for its own convenience by giving .....days' notice in writing to the Vendor without assigning any reason(s) and without any cost(s) or compensation therefore.

In case the performances of the Vendor are not found in consonance with the terms of this Agreement and if not rectified by Vendor, Bank may terminate the Agreement at its sole discretion by giving .....days' notice in writing without assigning any reason(s) and without any cost(s) or compensation therefor and also without prejudice to its right(s) and contention(s) available under the Agreement and any other law(s) for the time being in force.

**4. Printing Order & Terms of Payment ( Bank will not pay any advance):-**Printing order to be given by Printing & Stationery Deptt., Head Office of UCO Bank, to the empanelled Vendor of non-security printers. Printing & Stationery Deptt., Head Office of UCO Bank, will disburse 100% payment to the vendor upon successful supply of printed non-security items, furnishing of bills, invoices ,receipts for all materials supplied duly certified by the Central Store in-Charge of Lal Bazar, Kolkata to prove that the printed material supplied are as mentioned in the specification in compliance to the terms of contract and/or Printing Order and statutory deductions as per Rule.

Vendor has to ensure and deliver the printed non-security items within 20 days from the date of acceptance of work order. The bills are to be submitted directly to Printing & Stationery Deptt., Head Office of UCO Bank,. If delays are observed in performances or deliveries and the time for such performances or deliveries is not extended by the Bank, Bank will be free to terminate the contract without further notice and without any cost/compensation therefor and the Performance Bank Guarantee submitted by defaulting Vendor will be invoked and amount will be forfeited without prejudice to Bank's rights and contentions available under contract and the laws for the time being in force.

### **5. Modification of Work/Purchase Order:**

The Bank reserves the right to modify(i.e. addition/reduction) the Printing order/Work Order as per its requirement and the payment for such addition/reduction would be determined on pro rata basis.

## **6. Performance Bank Guarantee:-**

Vendor shall be liable to furnish a Performance Bank Guarantee of Rs.1.00 lakh (Rupees One Lakh) only, as per enclosed format in **Annexure-V**, issued by any scheduled commercial bank other than UCO Bank valid for three years with three months claim period either before or at the time of execution of this Agreement. If the contract is extended/renewed after the completion of initial term, PBG shall be extended or renewed by the Vendor.

The Performance Bank Guarantee shall act as a security deposit and either in case the Vendor is unable to perform/deliver within the stipulated time or supply of physical security equipments is delayed inordinately beyond the acceptable levels, the Bank reserves the right to forfeit the same.

Further, the Bank reserves the right to invoke the Performance Bank Guarantee in case the vendor is not able to fulfill any or all conditions specified in this Agreement or Purchase Order or is unable to complete supply work within the stipulated time. This is independent of the LD on Delivery.

In case of paper printed is not as per specification/inferior quality/ damaged paper is delivered in response to our orders, the vendor will be liable to replace the paper at their cost. Otherwise value of such quantity will be recovered from the supplier.

## **7. GST Clauses:-**

a. Payments would be subject to withholding tax as per Income Tax Act, 1961, wherever applicable.

b. Prices or fees quoted in the purchase order shall be inclusive of all statutory levies, taxes, cess (such as Service Tax/VAT/CST/Excise Duty/Entry Tax/GST), as made applicable by Competent Authorities unless otherwise provided. Any future levy or increase in applicable taxes shall be to the account of the supplier / service provider.

c. From the date of enactment of Goods and Services Tax Act, GST<sup>1</sup> as applicable, only would be payable by the UCO Bank.

## **General Terms & Conditions of GST regulation:**

a. Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.

b. The Supplier/ Service Provider agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN<sup>2</sup>.

In case there is any mismatch between the details so uploaded in GSTN by Supplier/ Service Provider and details available with UCO Bank, then payments to Supplier/ Service Provider to the extent of GST relating to the invoices/s under mismatch may be retained from due payments till such time the accurate tax amount is finally reflected in the GSTN to UCO Bank's Account and is finally available to UCO Bank in terms of GST laws and that the credit of GST so taken by UCO Bank is not required to be reversed at a later date along with applicable interest.

c. UCO Bank has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier/service provider. Any loss of input tax credit to UCO Bank for the fault of supplier shall be recovered by UCO Bank by way of adjustment in the consideration payable.

d. Supplementary invoices/debit note/credit note for price revisions to enable UCO Bank to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding financial year.

e. The purchase order/ work order shall be void, if at any point of time you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

**8. Compliance of laws:** The Vendor undertakes to comply with all Laws/Rules/Regulations/Bye – Laws/Notifications etc. for the time being in force.

#### **Change in law clause**

Any reduction in the contract price resulting from introduction of any new law, towards leviable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to a downward adjustment to the contract price to reflect the financial impact of such "Change in law" and the financial benefit thereof shall be given to the Bank.

**9. INTEGRITY Pact :** .....agrees to execute Integrity Pact as per Bank's format as per **Annexure-III** on Non-judicial Stamp Paper of appropriate value with UCO Bank, Head Office, Kolkata .

**10.INDEMNIFICATION:** The Vendor agrees to indemnify and keep indemnified the Bank against all losses, damages, costs, charges and expenses incurred or suffered by the Bank due to or on account of any claim for infringement of intellectual property rights.

The Vendor agrees to indemnify and keep indemnified the Bank against all losses, damages, costs, charges and expenses incurred or suffered by the Bank due to/on account of any breach of the terms and conditions contained in the Agreement.

The Vendor agrees to indemnify and keep indemnified Bank at all times against all claims, demands, actions, costs, expenses(including legal expenses), loss of reputation and suits which may arise or be brought against the Bank, by third parties on account of negligence or failure to fulfill obligations by the Vendor or its employees/personnel.

All indemnities shall survive notwithstanding expiry or termination of Agreement and the Vendor shall continue to be liable under the indemnities.

Vendor is required to furnish a separate **Letter of Indemnity** (as per **Annexure-II** on Non-judicial Stamp Paper of appropriate value) in Bank's favour in this respect before or at the time of execution of the Agreement.



**11. LIQUIDATED DAMAGES:** In case the vendor fails to deliver the material within twenty days from the date of acceptance of the work order, Penalty will be imposed as per the following schedule.

Delay in days/beyond 20 days.	Penalty on amount of Bill/Invoice value.
1 Day	NIL.
2 days	2.5%
5 days	5%
10 days	10%
15 days	15%
20 days	20%

**12. FORCE MAJEURE:** If at any time during the currency of the contract the performance in whole or in part by vendor or any obligations under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, etc. then provided notice of the happening of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such event be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. The whole or any part of the party's obligation under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

**13. CANCELLATION/TERMINATION:** (1) Bank reserves its right to cancel the work/purchase order and/ or terminate this Agreement by giving .....days' prior notice in writing to the Vendor without prejudice to its rights and contentions available under this Agreement or under the Law (s) for the time being in force in the following circumstances: -

1. The vendor commits a breach of any of the terms and conditions of the contract.
2. The vendor violates any Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc.
3. The Vendor goes into liquidation, voluntarily or otherwise.
4. An attachment is levied or continues to be levied for a period of seven days upon effects of the contract.
5. If the vendor fails to complete the assignment as per the time lines prescribed in the Purchase order/ Agreement and/or within the extension, if any allowed.
6. If deductions of account of liquidated damages exceeds more than 10% of the total contract price.

7. In case the vendor fails to deliver the quantity as stipulated in the delivery schedule, Bank reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the vendor.
8. After award of the contract, if the vendor does not perform satisfactorily or delays execution of the contract, Bank reserves the right to get the balance contract executed by another party of its choice by giving .....days notice for the same. In this event, the vendor is bound to make good the additional expenditure, which bank may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.

Bank reserves the right to recover any dues payable by the vendor from any amount outstanding to the credit of the vendor, including the pending bills and/or invoking the performance bank guarantee under this contract.

(2) Notwithstanding anything contained hereinbefore, Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of ..... days to the vendor without assigning any reason and without cost or compensation therefor.

**14. CONSEQUENCES OF TERMINATION:** In the event of termination of the Agreement due to any reason, whatsoever, [whether consequent to the expiry of stipulated term of the Contract or otherwise], UCO BANK shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all steps to minimize loss resulting from the termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.

In the event that the termination of the Agreement is due to the expiry of the term of the Contract and the Agreement is not further extended by UCO BANK, the Vendor herein shall be obliged to provide all such assistance to the next successor Bidder or any other person as may be required and as UCO BANK may specify including training, where the successor(s) is a representative/personnel of UCO BANK to enable the successor to adequately provide the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.

Nothing herein shall restrict the right of UCO BANK to invoke the Performance Bank Guarantee and other guarantees, securities furnished and pursue such other rights and/or remedies that may be available to UCO BANK under law or otherwise.

The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

#### **15. Others Terms-**

**A.** Nothing contained in this Agreement shall be construed as establishing or creating between the Parties, a relationship of master and servant or Principal and agent.

**B.** The Vender shall notify to Bank of any material change in their status, in particular, where such change would impact on performance of obligations under this Agreement.

**C.** The Vender shall be jointly and severally liable to and responsible for all obligations for performance of works including that of its Associates under the Agreement.

#### **16. Dispute resolution mechanism**

The Vendor and the Bank shall endeavour their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

a. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

b. The matter will be referred for negotiation between authorised representative of UCO BANK and the Authorized Official of the Vendor. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

In case any dispute between the Parties, is not settled by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 15 days of the failure of negotiations. Each Party to the dispute shall appoint one arbitrator of their own choice and the two appointed arbitrators shall appoint the third arbitrator who will act as the presiding arbitrator. Arbitration shall be held in Kolkata and conducted in English as per provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

The Vendor shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties, rather shall continue to render the Service/s in accordance with the provisions of the SLA notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

#### **17. Governing Laws & Jurisdiction of the court**

This Agreement shall be governed by the Law(s) of India for the time being in force and the Rules made thereunder from time to time and all the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts of KOLKATA.

**18.Non-Disclosure** : The Vendor must undertake(as per enclosed format Annexure IV) that they shall hold in trust any information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such information.

**19.Non Assignment:** Neither the subject matter of the agreement nor any right here in shall be transferred,sub-contracted,assigned or delegated by the Vendor to any third party without prior written consent of the Bank.

22.All other Terms & Conditions will remain same as stipulated in our R.F.P and subsequent to Corrigendum dated ..... Please note that work order no.....dated..... along with your offer, the minutes of prebid meeting held on .....,the article of agreement etc. would form part of the contract document.

**IN WITNESS WHEREOF** the Bank and the vendor have set their respective hands on the day and year first herein above written.

Signed on behalf of the UCO Bank  
of the vendor

Signature on behalf

By its duly authorized Officer

In presence of:

1) Signature.....

1)Signature.....

Name with address:

2) Signature.....

Name with address

**DRAFT**

**ANNEXURE-II**

**Letter of Undertaking & Indemnity  
(To be executed on non-judicial stamp paper of requisite value)**

To  
UCO Bank  
**General Administration Department**  
**Head Office**

In consideration of UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings Act, 1970 as amended from time to time having its Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700 001 (hereinafter Referred to as "the Bank" which expression shall include its successors and assigns) at our request and on the strength of our statements and representation contained letter dated ..... agreeing to appoint us as vendor for printing of non-security items of UCO bank, we, ....., a Company incorporated under the Companies Act, 1956 having its registered office at - ..... (full address) do hereby irrevocably and unconditionally agree and undertake that:

- 1) We shall, at all times hereinafter, save and keep harmless and indemnified the BANK, including its respective directors, officers, and employees and keep them indemnified from and against any claim, demand, losses, liabilities or expenses of any nature and kind whatsoever and by whomsoever made in respect of the said contract and any damage caused from and against all suits and other actions that may be instituted taken or preferred against the BANK by whomsoever and all losses, damages, costs, charges and expenses that the BANK may incur by reason of any claim made by any claimant for any reason whatsoever or by anybody claiming under them or otherwise for any losses, damages or claims arising out of all kinds of accidents, destruction, deliberate or otherwise, direct or indirect, from those arising out of violation of applicable laws, regulations, notifications guidelines and also from the environmental damages, if any, which may occur during the contract period.
- 2) We shall, during the contract period, ensure that all the permissions, authorizations, consents are obtained from the local and/or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
- 3) Our obligations herein are independent, irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid Agreement or the insolvency, bankruptcy, reorganization, dissolution, liquidation or change in ownership of the BANK or

Indemnifier or any other circumstance whatsoever which might otherwise constitute a discharge or defence of an indemnifier.

- 4) In case we fail to pay the losses, damages and expenses as claimed and demanded by the Bank, Bank shall be entitled to recover the amount by invoking Performance Bank Guarantee furnished by us for Supply of general printing paper/boards to our central store situated at Lal Bazar/Printers in Kolkata of UCO bank.
- 5) This Letter of Undertaking & Indemnity shall survive the Agreement entered into between the Bank and us.

Dated, this.....day of .....20

.....  
**(Signature of the Authorized Signatory along with the seal of the Company)**

**INTEGRITY PACT**

**(To be stamped as per the Stamp Law of the Respective State)**

Whereas UCO Bank having its registered office at UCO BANK, a body corporate constituted under The Banking companies (Acquisition & Transfer Act of 1970), as amended by The Banking Laws (Amendment) Act, 1985, having its Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700001 acting through its ..... Department, represented by General Manager / Dy. General Manager hereinafter referred to as the Buyer and the first party, proposes to procure (Name or category of the Equipment, services, etc.) hereinafter referred to as Stores and / or Services.

And

M/s\_\_\_\_\_ represented by\_\_\_\_\_ Chief Executive Officer, (which term, unless expressly indicated by the contract, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder/seller and the second party, is willing to offer/has offered the Stores and / or Services.

2. Whereas the Bidder/Seller is a private company/public company/ /partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking and registered under Companies Act 1956. Buyer and Bidder/Seller shall hereinafter be individually referred to as —Party or collectively as the —parties, as the context may require.

**3. Preamble**

Buyer has called for tenders under laid down organizational procedures intending to enter into contract /s for supply / purchase / etc of \_\_\_\_\_ and the Bidder /Seller is one amongst several bidders /Proprietary Vendor /Customer Nominated Source/Licenser who has indicated a desire to bid/supply in such tendering process. The Buyer values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s) and / or Seller(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitor(s) (IEM) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**4. Commitments of the Buyer**

4.1 The Buyer commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles:-

- (i) No employee of the Buyer, personally or through family members, will in connection with the tender, or the execution of a contract demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (ii) The Buyer will during the tender process treat all Bidder(s) /Seller(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder (s) /Seller(s) the same information and will not provide to

any Bidders(s) /Seller(s) confidential /additional information through which the Bidder(s) / Seller(s) could obtain an advantage in relation to the process or the contract execution.

(iii) The Buyer will exclude from the process all known prejudiced persons.

4.2 If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

## **5 Commitments of the Bidder(s) /Seller(s):**

5.1 The Bidder(s)/ Seller(s) commit itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- (i) The Bidder(s) /Seller(s) will not directly or through any other persons or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage during the tendering or qualification process or during the execution of the contract.
- (ii) The Bidder(s) /Seller(s) will not enter with other Bidders / Sellers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (iii) The bidder(s) /Seller(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the Bidder(s) /Seller(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information constrained or transmitted electronically.
- (iv) The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation/breach of the provisions by its sub-supplier(s) /Sub-contractor(s).

5.2 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub-contractor(s).

5.3 The Bidder(s) /Seller(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **5.4 Agents / Agency Commission**

The Bidder /Seller confirms and declares to the Buyer that the bidder/Seller is the original manufacturer/authorized distributor / stockiest of original manufacturer or



Govt. Sponsored /Designated Export Agencies (applicable in case of countries where domestic laws do not permit direct export by OEMS of the stores and /or Services referred to in this tender / Offer / contract / Purchase Order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender / contract / Purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller / Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in anyway incorrect or if at a later stage it is discovered by the Buyer that the Seller incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such individual /firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract /Purchase order, the Seller /Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFP / Tender for new projects / program with Buyer for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement of compensation to the Seller /Bidder who shall in such event be liable to refund agents / agency commission payments to the buyer made by the Seller /Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The Buyer will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with Buyer.

## **6. Previous Transgression**

6.1 The Bidder /Seller declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact with any other company in any country conforming to the anti corruption approach or with any other Public Sector Enterprise in India that could justify Bidder's /Seller's exclusion from the tender process.

6.2 If the Bidder /Seller makes incorrect statement on this subject, Bidder /Seller can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason without any liability whatsoever on the Buyer.

## **7. Company Code of Conduct**

Bidders /Sellers are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

## **8. Sanctions for Violation**

8.1 If the Bidder(s) /Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Seller (s) from the tender process or take action as per the procedure mentioned herein below:

(i) To disqualify the Bidder /Seller with the tender process and exclusion from future contracts.

(ii) To debar the Bidder /Seller from entering into any bid from Buyer for a period of two years.

(iii) To immediately cancel the contract, if already signed /awarded without any liability on the Buyer to compensate the Bidder /Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder/Seller for supplies effected till date of termination would be made in normal course.

(iv) To encash EMD /Advance Bank Guarantees / Performance Bonds / Warranty Bonds, etc. which may have been furnished by the Bidder /Seller to the extent of the undelivered Stores and / or Services.

8.2 If the Buyer obtains Knowledge of conduct of Bidder /Seller or of an employee or representative or an associate of Bidder /Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

## **9. Compensation for Damages**

9.1 If the Buyer has disqualified the Bidder(s) /Seller(s) from the tender process prior to the award according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

9.2 If the Buyer has terminated the contract according to Clause 8, or if the Buyer is entitled to terminate the contract according to Clause 8, the Buyer shall be entitled to encash the advance bank guarantee and performance bond / warranty bond, if furnished by the Bidder / Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

## **10. Price Fall Clause**

The Bidder undertakes that it has not supplied /is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Department of the Government of India or PSU or Public Sector Bank and its subsidiaries during the currency of the contract and if it is found at any stage that same or similar product /Systems or Subsystems was supplied by the Bidder to any other Ministry /Department of the Government of India or a PSU or any Public Sector Bank at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded.

## **11. Independent External Monitor(s)**

11.1 The Buyer has appointed independent External Monitors for this Integrity Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors are given in RFP).

11.2 As soon as the integrity Pact is signed, the Buyer shall provide a copy thereof, along with a brief background of the case to the independent External Monitors.

11.3 The Bidder(s) / Seller(s) if they deem it necessary, May furnish any information as relevant to their bid to the Independent External Monitors.

11.4 If any complaint with regard to violation of the IP is received by the buyer in a procurement case, the buyer shall refer the complaint to the Independent External Monitors for their comments / enquiry.

11.5 If the Independent External Monitors need to peruse the records of the buyer in connection with the complaint sent to them by the buyer, the buyer shall make arrangement for such perusal of records by the independent External Monitors.

11.6 The report of enquiry, if any, made by the Independent External Monitors shall be submitted to MD & CEO, UCO Bank, Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700001 within 2 weeks, for a final and appropriate decision in the matter keeping in view the provision of this Integrity Pact.

11.7 The word “**Monitor**” would include both singular and plural.

## **12. Law and Place of Jurisdiction**

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Kolkata, India.

## **13. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

## **14. Integrity Pact Duration.**

14.1 This Integrity Pact begins when both parties have legally signed it. It expires of order / finalization of contract.

14.2 If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by MD & CEO, UCO Bank .

14.3 Should one or several provisions of this Integrity Pact turn out to be invalid, the reminder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

## **15 Other Provisions**

15.1 Changes and supplements need to be made in writing. Side agreements have not been made.

15.2 The Bidders (s)/ Sellers (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

15.3 In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.

15.4 Nothing contained in this Integrity Pact shall be deemed to assure the bidder / Seller of any success or otherwise in the tendering process.

16. This Integrity Pact is signed with UCO Bank exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.

17. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

18. The Parties here by sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_  
(Seller/Bidder) and \_\_\_\_\_ on \_\_\_\_\_ (Buyer)

BUYER  
Signature:  
General Manager/Dy G M,  
UCO Bank ,  
.....Division

Place:  
Date:

Witness 1:  
  
(Name & Address)

BIDDER \* /SELLER\*  
Signature:  
Authorized Signatory (\*)

Place:  
Date:

Witness 2:  
  
(Name & Address)

**NON-DISCLOSURE AGREEMENT**

WHEREAS, we \_\_\_\_\_, having Registered Office at \_\_\_\_\_, hereinafter referred to as Company are agreeable to offering the end to end Online Share Trading services to UCO Bank, having its registered office at UCO Bank, Head Office, 10,B.T.M.Sarani, Kolkata-700001, hereinafter referred to as the Bank and,

WHEREAS, the Company understands that the information regarding the Bank's online share trading services shared by Bank in their Request for Proposal is confidential and/or proprietary to the Bank, and

WHEREAS, the Company understands that in the course of submission of offer for the said end online share trading services and/or in the aftermath thereof, it may be necessary that the Company may perform certain jobs/duties on the Bank's properties and/or have excess to certain plans, documents, approvals or information of the Bank.

**Now therefore, in consideration of the forgoing, the company agrees to all of the following conditions, in order to include the Bank to grant the Company specific excess to the Bank's property/information**

The Company will not publish or disclose to others, nor, use in any services that the Company performs for others, any confidential or proprietary information belonging to the Bank, unless the Company has first obtained the Bank's written Authorisation to do so.

The Company agrees that notes, specifications, designs, memoranda and other data shared by the Bank or, prepared or produced by the Company for the purpose of submitting the offer to the Bank for said end to end services of online share trading, will not be disclosed to anyone outside the bank, during or subsequent to submission of the offer to the Bank.

The Company shall not, without the Bank's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the Bank in connection therewith, to any person(s) other than those employed/engaged by the Company for the purpose of submitting the offer to the Bank and/or for the performance of the contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Authorised Signatory

Official Seal:  
Place:  
Date:

Name  
Designation

**ANNEXURE-V**  
**FORMAT OF BANK GUARANTEE**  
**(To be stamped in accordance with the stamp act)**

To:

The .....

.....

.....

1. In consideration of UCO BANK, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertaking) Act, 1970 as amended by The Banking Laws (Amendment) Act, 1985, having its head office at 10 BIPLABI TRILOKYA MAHARAJ SARANI (BRABOURNE ROAD), Kolkata-700001 (hereinafter called "UCO BANK") having agreed to exempt M/s (Name of the VENDOR) a Private Individual/Proprietorship or Partnership Firm/ Company incorporated under the Companies Act, 1956/2013 having its office/registered office at (Address of the Vendor) (hereinafter called "the said VENDOR") from the demand, under the terms and conditions of UCO BANK's Letter of Intent bearing no. ....dated..... issued to the Vendor in pursuance of Request For Proposal no.....dated....., as modified, (hereinafter called "the said Agreement"), of security deposit for the due fulfillment by the said Vendor of the Terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs..... (Rupees..... Only).

We,..... [indicate the name of the bank ISSUING THE BANK GUARANTEE] (hereinafter referred to as "the Bank") at the request of ..... [Vendor] do hereby undertake to pay to UCO BANK an amount not exceeding Rs.....against any loss or damage caused to or suffered or would be caused to or suffered by UCO BANK by reason of any breach by the said VENDOR of any of the terms or conditions contained in the said Agreement dated.....

2. We ..... [indicate the name of the bank ISSUING THE BANK GUARANTEE] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from UCO BANK stating that the amount claimed is due by way of loss or damage caused to or breach by the said VENDOR of any of the terms or conditions contained in the said Agreement or by reason of the VENDOR'S failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay to UCO BANK any money so demanded notwithstanding any dispute or disputes raised by the VENDOR in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment as made by us under this bond shall be a valid discharge of our liability for payment there under and the VENDOR for payment there under and the VENDOR shall have no claim against us for making such payment.

4. We, ..... [indicate the name of the bank ISSUING THE GUARANTEE] further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement

and that it shall continue to be enforceable till all the dues of BANK under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till UCO BANK certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said VENDOR and accordingly discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before ..... (Expiry of claim period), we shall be discharged from all liabilities under this guarantee thereafter.

5. We ..... [indicate the name of bank ISSUING THE GUARANTEE] further agree with UCO BANK that UCO BANK shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said VENDOR from time to time or to postpone for any time, or from time to time any of the powers exercisable by UCO BANK against the said VENDOR and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said VENDOR or for any forbearance, act or omission on the part of UCO BANK of any indulgence by UCO BANK to the said VENDOR or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the VENDOR.
7. We, ..... [indicate the name of Bank ISSUING THE GUARANTEE ] lastly undertake not to revoke this guarantee during its currency except with the previous consent of UCO BANK in writing.

Notwithstanding anything contained herein:

- i) Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....) only.
- ii) This Bank Guarantee shall be valid upto .....and
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before  
.....(date of expiry of Guarantee including claim period).

8. Dated the ..... day of ..... for..... [indicate the name of Bank]

Yours' faithfully,

For and on behalf of

\_\_\_\_\_  
Bank Authorised Official