

REQUEST FOR PROPOSAL (RFP)

FOR

ENGAGEMENT OF AN AGENCY FOR BACKGROUND VERIFICATION
AND AUTHENTICATION OF DOCUMENTS

FOR

UBI Services Limited

504-506, 5th FLOOR, CENTRUM, Opp. RAYLA DEVI TALAO, BESIDE
SATKAR HOTEL, S.G. BARVE ROAD, WAGLE ESTATE (MIDC),
THANE (WEST)-400604.

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Request For Proposal (RFP) Notice

RFP Ref. No.	UBISL/RFP/24-25/HR/002 Engagement of an agency for background verification and authentication of documents dt. 05 th May 2025
RFP Issue Date	05th May 2025
Last date for bid submission	20th May 2025 up to 06:00 PM
Date of opening of Technical bids	22nd May 2025
Date of opening of Financial bids	26th May 2025
Bid Validity period	180 days from the last date for bid submission
Address for Bid Submission & Contact Details	Address: 504-506, 5th FLOOR, CENTRUM, Opp. RAYLA DEVI TALAO, BESIDE SATKAR HOTEL, S.G. BARVE ROAD, WAGLE ESTATE (MIDC), THANE (WEST)-400604. Contact: +91 9819910155

DISCLAIMER

The information contained in this Request for Proposal (RFP) document is provided to the applicants on the terms and conditions set out in this RFP document.

The RFP document is neither an agreement nor an offer and is only on invitation by UBI Services (“UBISL” or the “Company”) to the interested parties for submission of proposal to this RFP. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of their information in this RFP and where necessary, obtain independent advice from independent sources. The Company, its employees and advisors make no representation or warranty and shall incur no liability to any person, including the Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including as to the accuracy, adequacy, correctness, reliability or completeness of this RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. UBI Services Ltd. (UBISL) shall in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. UBISL reserves the right to reject any or all the request of proposals received in response to this RFP document at any stage without assigning any reason whatsoever. UBISL does not accept any liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information

required under this RFP or to submit a Bid not substantially responsive to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid. The issue of this RFP does not imply that UBISL is bound to select a Bidder or to award the contract to the Selected Bidder, as the case may be, for the Project and UBISL reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder as defined in Award Criteria and Award of Contract in this RFP.

Please note that the decision of UBISL shall be final, conclusive and binding on all the Parties & we are not answerable to anyone.

SECTION I

1. INTRODUCTION

UBI Services Ltd (UBISL) is a wholly owned subsidiary of Union Bank of India. Union Bank of India is one of the leading public sector banks which is engaged in providing services of wide gamut of products and services being made available to its valuable clientele as per their requirements.

UBI Services Ltd., having its Head Office at 504-506 Centrum, S.G. Barve Road, Wagle Estate MIDC, Thane-400 604 is engaged in sourcing of Housing Loans and Vehicle Loan leads to Union Bank of India. The Company is in the process of expanding its marketing activities from sourcing of/ canvassing for Housing / Vehicle Loans to marketing of Credit Cards, Mortgage loans, Education loans, Gold loans, MSME Loans, other back office support, including data entry for Account opening and Centralized Back Office Payment etc. The Company has at present 9 Regional Offices and has market presence in 50 locations PAN India.

This RFP is issued by UBISL for inviting comprehensive proposals from competent bidders to communicate their qualifications and specifications for identifying and selecting a suitable entity/ firm / bidder who shall be able to provide seamless, secure, timely and accurate Background verification services for the employees/personnel of the UBISL as per the requirements / specifications, terms and conditions and scope of work defined in this and other annexed documents of this RFP. The selected agency shall be responsible for performing the following verification (employment related background checks) from time to time:

- ✓ Educational Qualification Verification
- ✓ Previous employment verification
- ✓ Aadhar Number/PAN Card
- ✓ Address verification
- ✓ Criminal History verification/Police Clearances
- ✓ CIBIL Check
- ✓ Any other special or specific screening not enumerated above but required on case to case basis

Meaning of terms used in RFP document:

Following terms are used in the document interchangeably to mean:

1. "UBISL" means "UBI Services Ltd."
2. "RFP" means this RFP for "Engagement of an agency for background verification and authentication of documents" in its entirety, inclusive of any addenda that may be issued by UBISL from time to time.
3. "Assignment" means the work to be performed by the selected Bidder pursuant to the Contract.
4. "Contract" or "Agreement" means the contract to be signed along with all the attached documents and the Appendices, consequent to the completion of the proceedings as per the RFP.
5. "Day" means calendar day.
6. "Proposal / Bid / Tender" means Response to the RFP Document.
7. "Successful / Selected Organization or Bidder/ Recipient/Respondent" means the organization/ bidder selected as the successful Bidder by the UBISL in accordance with this RFP.

2. INFORMATION PROVIDED

The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into contract or arrangement with UBISL in relation to the empanelment of manpower agencies. Contracting party is advised to conduct its own due diligence before submission of bid. Neither UBISL nor any of its directors, employees, agents, representatives, contractors, or advisors give any representation or warranty (oral or written), express or implied, as to the accuracy, updating or completeness of any writings, information or statement given or made in this RFP document.

3. FOR THE RESPONDENT ONLY

The RFP document is intended solely for the information of the party to whom it is issued (“the Recipient” or “the Respondent” or “the bidder”).

4. CONFIDENTIALITY

The RFP document is confidential and is not to be disclosed, reproduced, transmitted, or made available by the Recipient to any other person. The RFP is provided to the Recipient on the undertaking of confidentiality given by the Recipient to UBISL. UBISL may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document shall be received subject to the same confidentiality undertaking. The Recipient will not disclose or discuss the contents of the documents with any officer, employee, consultants or other person associate or affiliated with the Company without the prior written consent of the Company.

Disclosure of receipt of any part of the aforementioned information to any third party will result in the disqualification of the Recipient, pre-mature termination of the contract, or legal action against the Bidder for breach of trust.

5. NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the Recipients/ Respondents and the Company until execution of a contractual agreement.

6. RECIPIENT’S OBLIGATION TO INFORM ITSELF

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in all respect will be at the Bidder’s risk and may result in rejection of the Bid.

7. EVALUATION OF OFFERS

Each Bidder acknowledges and accepts that the Company may, at its sole and absolute discretion, apply criteria like independent assessment of the market reputation and perception of ability to perform, but not limited to those selection criteria set out in this RFP document.

The issuance of RFP document is merely an invitation to offer and must not to be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this RFP document that it has not solely relied on any idea, information, statement, representation or warranty given in this RFP document.

8. ERRORS AND OMISSIONS

Each Recipient should notify UBISL of any error, fault, omission or discrepancy found in this RFP document. However, such notification must pertain to proposal related details.

9. ACCEPTANCE OF TERMS

The Recipient, by responding to this RFP document of the Company, will be deemed to have read the whole RFP document and have unconditionally accepted the terms and conditions as stated.

10. COSTS BORNE BY THE RESPONDENTS

All costs and expenses / charges / fees/ incurred by the Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance of meetings, discussions, etc or for providing any additional information required by the Company will be borne entirely and exclusively by the Respondent.

11. PURPOSE AND SCOPE OF THE RFP

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for Engagement of an agency for background verification and authentication of documents. The purpose of this RFP is to appoint company (hereafter referred to as “Vendor”) for providing requisite background verification and authentication of documents. The company reserves its rights to change the assignment scope considering the size and variety of the requirements and changing business conditions. Detailed Scope of work is given in SECTION III.

12. RFP SUBMISSION

- i) RFP will be available on the Company’s website www.ubisl.co.in
- ii) The proposal should be prepared in English in pdf format. All correspondence will be in English.
- iii) The Bid shall be typed in indelible ink and shall be signed by the Bidder or Person or persons duly authorized to bind the Bidder to the contract. Overwriting is strictly not permitted in the Bids or else may get rejected. The Company reserves the full right to accept or reject the Bids not conforming to the above.

- iv) The RFP response document alongwith all Annexures should be submitted in physical copies in sealed envelopes in two sets in original. **Envelope-I** to be superscribed as “Technical Bid for the Engagement of an agency for background verification and authentication of documents for UBISL”. **Envelope-II** to be superscribed as “Financial Bid for the Engagement of an agency for background verification and authentication of documents for UBISL”. The Technical Bid Envelope & the Financial Bid Envelope prepared as above are to be kept in a **single sealed envelope** superscribed as "Tender for Engagement of an agency for background verification and authentication of documents for UBISL".

The tender prepared by the Bidder, as well as all the correspondence and documents relating to the Tender exchanged by the Bidder and the Company and supporting documents and printed literature shall be in English language only.

The technical bid should consist of the following:

- (i) A letter on bidder's letterhead mentioning:
 - a. Details of technical competence and experience of the bidder
 - b. Certifying that the period of the validity of the bid is 180 days from the target date of submission of bid.
 - c. Supporting documents in respect of Eligibility Criteria as mentioned in Annexure I.
 - d. Supporting Documents for Technical Evaluation.
- (ii) Bidders information as per Annexure I on bidder's letter head.
- (iii) Letter of Undertaking as per Annexure III on bidder's letter head.
- (iv) Audited balance sheets and profit and loss account statement for last 3 years
- (v) A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
- (vi) Response to all points of the Technical evaluation format as per Annexures enclosed.
- v) The sealed envelopes should be submitted to the below mentioned address by Speed Post/Courier/Registered AD or hand delivered: -

Mr. Gaurav Bamanian, RFP Co-ordinator
Human Resources Department
UBI SERVICES LTD.
504-506, CENTRUM IT PARK,
S.G. BARVE ROAD, WAGLE ESTATE (MIDC)
THANE (WEST)-400604

Bids submitted anywhere else would be liable for rejection.

For any queries related to the said bid, contact Mr. Gaurav Bamanian +91 9819910155.

Bidders may enquire about any query related to this tender before 10.03.2025 Any query related to the tender will not be entertained after 09.03.2025.

- vi) All the pages of the proposals are to be numbered. The number should be a unique running serial number across the entire document in Page X of Y format, where X is the current page number and Y is the total number of pages.
- Please note that in the following cases, the Company, in its absolute discretion may reject the bids received from the bidder:
- a. Submission of Bid after the Time stipulated in this RFP Document.

- b. Misleading/ incomplete information/ submission of improper/ incomplete documentation.
 - c. Bid submission without bidder's name.
 - d. Envelopes are not in order as directed in this document.
- vii) Respondents seeking clarification /queries should address it to the nominated person at the email ID: tenders@ubisl.co.in
- viii) In the following circumstances, the Company will have the discretion to reject the entire bid or accept the bid with some conditions stipulated by the Company.

13. RFP VALIDITY PERIOD

RFP document should be kept valid for evaluation for a period of 90 days from the date of submission. The company may ask further extension of validity by email if required.

If any query related to Bid process, or specific clause you can send email to tenders@ubisl.co.in
The company will reply to individual and notify the shortlisted Bidders individually by email as soon as practicable, about the status of the RFP evaluation process.

14. LATE RFP SUBMISSION

Timely submission of responses is strongly encouraged and recommended. Tender submissions after the bid submission date shall be documented by the Company and may be considered and evaluated/rejected at the absolute discretion of the Company. However, the Company has no obligation to accept or act on any reason for a late Tender response. The Company has no liability to any Respondent who lodges a late tender submission for any reason whatsoever including tender responses taken to be late only because of another condition of responding.

15. REQUESTS FOR INFORMATION/ CLARIFICATIONS

Respondents are required to direct all communications related to this RFP to:

RFP CO-ORDINATOR

504-506, 5th FLOOR, CENTRUM,

Opp. RAYLA DEVI TALAO, BESIDE SATKAR HOTEL,

S.G. BARVE ROAD, WAGLE ESTATE (MIDC),

THANE (WEST)-400604

Phone : +91 9819910155

Email- tenders@ubisl.co.in

The Company, may, in its absolute discretion seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.

The Company is not bound to reply to the queries not pertaining to this RFP. Replies shall be at Company's discretion. Company's replies shall be final and acceptable to all bidders.

16. COMPANY'S RIGHT TO ACCEPT AND/ OR REJECT ANY OR ALL BIDS

UBISL reserves the right to accept or reject any Bid in part or in full or to cancel the Bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action. The Company shall notify Respondents in writing (as soon as practicable) if the Respondent's submission has been rejected. The Company is not obliged to provide any reasons for any such rejection. The final outcome of the RFP shall be communicated to the empanelled bidders after opening and necessary processing of commercial bids of empanelled bidders. No separate communication will be issued by the Company.

17. ELIGIBILITY CRITERIA

- Interested Bidders, who are providing service as explained in Section II hereof and meeting the Eligibility Criteria may respond to this RFP.
- The Bidder needs to comply with all the eligibility criteria mentioned below to be evaluated for Technical evaluation. Non-compliance to any of these criteria would result in outright rejection of the bidder's proposal. The bidder should enclose proof in support of all eligibility criteria while submitting the Bid Proposal, failing which the Bid Proposal will not be considered for further evaluation. There is no restriction on the number of credentials a bidder can provide, however all credentials should be appropriately bound, labelled and segregated in the respective areas.
- During evaluation of the Tenders, the Company, at its discretion, may ask the bidder for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted.
- The Company may, at its own discretion relax one or more of the conditions for the vendors who have already provided similar services to another Company.
- Bid is open to all Bidders who fulfil the eligibility criteria. The bidder has to submit the details of eligibility criteria as per Annexure I.

18. DISQUALIFICATION

Any form of canvassing / lobbying / influence / query regarding short listing etc. will be a disqualification.

SECTION II

ELIGIBILITY CRITERIA

The RFP Bids will be evaluated by the Company based on their competitiveness and suitability to the Company's requirement.

1. The selection of the bidder will be restricted to well established Background verification companies capable of carrying out the employee background verification and authentication of documents and having already carried out similar work in reputed organizations for Pan India locations.
2. The bidder should have been engaged in the business of providing background checks for employment screening service preferably in a Financial Institute / Public Sector or Private Bank OR Public Sector Undertaking / Large Private organization, for a minimum of three (3) calendar years within the last five (5) calendar years.
3. The bidder should have experience in successfully conducting background verification services and authentication of documents during last five financial years of value more than Rs. 25 lakhs during the period 01st Apr 2021 to 31st Mar 2024. The copies of Purchase/ Work Orders/ Satisfactory Completion certificates are required to be enclosed with the technical bid.
4. The Bidder should submit audited Financial Statements and copy of Income Tax returns filing of last 3 years.
5. The bidder should be an Income Tax Assessee having filed I.T. Returns for the last three Financial Years. (Income tax Pan Card copy should be attached).
6. The bidder should be a registered company in India as per the applicable statute and be in existence for at least five years. Company should have a valid Registration Certificate issued by Ministry of Corporate Affairs, GST Registration, PAN Number allotted by the respective authorities. Self-attested copy of company registration certificate, GST, PAN number. Copy of Memorandum of Association and Article of Association OR Limited Liability Partnership OR Registered Partnership Firm Agreement are required to be submitted.
7. The applicant should not have been black-listed or faced legal action by any Public Sector Bank, RBI or IBA or any other Government agency as on date of this RFP.
8. The applicant should not engage in any form of canvassing/lobbying/influence/query regarding short listing, status, etc as the same will be mount to disqualification.
9. The proposal of only those applicants who satisfy all the specified conditions will be considered for evaluation process. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at the Company's discretion.
10. The Bidder is expected to examine all instructions, forms, terms and conditions in this RFP and study the RFP document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information as required in this RFP or submission of a Bid not responsive to this RFP in each and every respect will be at Bidder's own risk and may result in rejection of the Bid and for which UBISL shall not be held responsible.

SECTION III

SCOPE OF WORK & REQUIREMENTS

SCOPE OF WORK

1. This RFP is a request for proposal to provide the following verification services for Manpower/personnel employed with UBISL:
 - Highest Educational Qualification Verification
 - Criminal History Verification
 - Previous Employment Verification (viz. Experience Tenure/ Salary drawn etc.)
 - Address Verification
 - Identity Verification
 - CIBIL Check
 - Any other special or specific screening not enumerated above but required on case to case basis.
2. The bidder selected shall be the most advantageous regarding price, quality of service, and the Vendor's qualifications and capabilities to provide the specified services or any special/specific and related services to the satisfaction of UBISL.

REQUIREMENTS

1. Bidder shall be able to provide a secure user-friendly website using encryption and authentication standards to protect the confidentiality of data submitted and retrieved. The website should be available 24 by 7.
2. Bidder shall be able to provide an interface that will allow designated UBISL representatives to create User IDs to access the system for retrieving the reports / data seamlessly.
3. The data retrieval and submission System must be fully automated to enable submission of requests and authorization online. Emails, communications and authorization must be customizable as per need of the UBISL.
4. Bidder shall provide the average and maximum turnaround time, in days, for background check results (post initiating of requisite checks by UBISL) and submission of appropriate report. UBISL expectation is maximum 15 days for background checks. All required reports must be available electronically via e-mail and/or via a dedicated and secure encrypted URL link, to designated UBISL officials.
5. In view of the criticality of the nature of documents bidder shall ensure that requisite background verification related records are secured (electronically and/or physically) retained and readily made available electronically/physically and perpetually even after termination of this contract either on the designated portal or vide e-mail to designated UBISL officials.

SECTION IV

EVALUATION PROCESS

1. TECHNICAL BID EVALUATION

- I. The Company's Bid Evaluation process consists of two-stage procedure. In the first stage, the eligibility bids shall be evaluated by a duly constituted Procurement Committee.
- II. The first process for the Procurement Committee is to examine the eligible bids as per the tender specifications. Bids, not satisfying the eligibility criteria shall be rejected and no further evaluation of bids of these Bids will be done.
- III. For Evaluation, if required the Procurement Committee may ask for additional information from the bidders. The time limit to submit additional information shall be specified. Bids of the agencies failing to adhere to the specified time limit shall be rejected.
- IV. No conditional bids will be accepted by the Company.
- V. UBISL reserves the right to accept or reject any tender offer, and to cancel the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidders(s) or any obligation to inform the affected Bidder(s) of the grounds for such action.

2. FINANCIAL BID EVALUATION

- I. Financial Bids of only the Bidders qualified in the Technical evaluation shall be opened.
- II. Procurement Committee would scrutinize the Financial bids.
- III. The bids found lacking in strict compliance to the commercial bid may get rejected.
- IV. It should be noted that the lowest price will not be the sole criteria for awarding Bid.
- V. TDS will be deducted as per prevailing income Tax Laws and certificate to this effect shall be provided to the bidder by UBISL. The responsibility of paying the GST as per prevailing rate at as claimed in the bill amount, will be of the bidder.
- VI. **The MD & CEO of the Company reserves the right to withdraw/relax any of the terms and conditions mentioned above.**

SECTION V

1. TERMS & CONDITIONS

- I. The proposed contract shall be initially for a period of 3 years from the date of signing of the relevant agreement and can be terminated by either party as per the modalities as indicated in this RFP.
- II. The Bidders willing to submit responses to this RFP should abide by all the terms and conditions mentioned in the RFP. If the responses contain any extraneous conditions put in by the respondents, such responses will be disqualified and will not be considered for the selection process.
- III. All responses should be in English language.
- IV. Bids must be submitted in two parts a) Technical Bid and b) Financial Bid.
- V. Bids received after the due date/time as mentioned on 'Page 1' for submission would be rejected. The Bids will be valid for a period of 180 days after opening of the bids.
- VI. The rates quote shall remain unchanged during the initial 2 (two) year of the contract period.
- VII. Terms of payment will be as set out in the Empanelment Agreement to be entered into by the Company with the empanelled bidders and will be binding on the bidders.
- VIII. The Bidders will not be required to submit any Bid Security or EMD or PBG.
- IX. Responses to this RFP by the Bidders shall not constitute an obligation on the part of the UBISL to award.
- X. The Bids once submitted cannot be withdrawn/modified after the last date for submission.
- XI. The Bid documents once submitted will not be returned in any event.
- XII. UBISL shall treat offers not adhering to terms and conditions stipulated in Bid document as incomplete and shall be liable to be rejected.
- XIII. No request will be considered for price revision during the initial 2 (two) year of contract period.
- XIV. The bids will be opened in the presence of the duly formed Procurement Committee of UBISL.
- XV. The sealed cover **Envelope-I** containing Technical Bid will be opened in the first instance in the presence of Procurement Committee.
- XVI. **Envelope-II** containing Financial Bids of qualified technical bids only shall be opened on the pre-decided date which shall be intimated to the bidders who have been found successful in Evaluation of Technical bids.

2. OTHER TERMS OF RFP

I. CONFIDENTIALITY PROVISION

The terms of this RFP, the information provided by UBI Services Ltd (UBISL) herein and all other information provided by Bidder in connection with the services to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and UBISL's proprietary. Such information/ materials are provided to the Bidders for exclusive use in evaluating for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of UBI Services Ltd (UBISL) and upon the written agreement of the intended recipient to treat the same as confidential. UBI Services Ltd (UBISL) may request at any time that any of Company's material be returned or destroyed. If at any time Bidder chooses

not to respond to this RFP, please return all materials, information/ destroy any copies of the document and any duplicates thereof and confirm the non-participation either in writing or by email.

II. ACCEPTANCE OF PROPOSALS

UBI Services Ltd (UBISL) reserves the right to modify the terms and conditions of the RFP at any time at its sole discretion. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder or to disclose the nature of any proposal received. This RFP should not be construed as an agreement to purchase products or services or representation that a contract shall be offered. UBI Services Ltd (UBISL) is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria of UBISL. Neither the lowest price nor the highest scoring proposal will necessarily be selected. UBISL reserves full discretion to determine the competence and responsibility, professionally and/or financially, of Bidder. UBISL reserves the right to award the Contract to multiple Bidders if it determines that doing so is in its best interest, particularly when a Bidder's service or expertise is exclusive to a specific region in India.

III. LIABILITY FOR ERRORS

While UBI Services Ltd (UBISL) has made considerable efforts to ensure an accurate representation of information in this RFP as per its current understanding of the requirements under the various activities in the scope of work, the information contained in this RFP is as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by UBI Services Ltd (UBISL), nor is it necessarily comprehensive or exhaustive. UBISL has prepared this RFP in good faith and to the extent UBISL is permitted by law, UBISL excludes any liability, whether in contract, negligence or otherwise for any incorrect or misleading information contained in this RFP.

Nothing in this RFP is intended to relieve Bidders from forming their own opinion and conclusions with respect to the matters addressed in this RFP. In the event UBI Services Ltd (UBISL) finds that the objectives of the intended activities is better achieved by processes/procedures other than those mentioned in this document, UBI Services Ltd (UBISL) shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

IV. APPLICABLE LAW & JURISDICTION OF COURT

This RFP shall be governed by, and construed in accordance with the Laws of India. Any disputes arising out of or under this RFP shall be subject to the jurisdiction of the courts in Mumbai only.

V. INDEMNIFICATION

The Successful Bidder /Vendor is solely liable to fully indemnify and keep UBISL indemnified against all losses/ penalties/ award/ decree arising out of litigation/ Claim/ application initiated against UBISL on

account of acts of omission / commission attributed to the successful Bidder/ Vendor and which are punishable under the provisions of various Central & State Labour Laws.

VI. INSPECTION AND AUDIT

The Bidder/ vendor shall allow UBI Services Ltd (UBISL), its management, auditors, regulators and/or agents the opportunity for inspecting, examining, auditing and/or taking copies of the vendors operations and business recourse which are relevant to the RFP and/ or for carrying out the activities as /or financial arrangements/ agreements set forth in the Agreement. UBI Services Ltd (UBISL) shall have the right to do a Security Audit of the Bidder/ vendor's IT infrastructure. The Bidder/ vendor shall make necessary changes / upgrades to the IT systems as may be necessary or as required by UBI Services Ltd (UBISL) from time to time to ensure data safety.

VII. CONTINUITY OF BUSINESS

In case UBI Services Ltd (UBISL) requires a Bidder/ vendor to present a plan that specifically addresses through what type of resources and how long will be available to ensure continued service in achieving given responsibility, Vendor/s shall provide details/Projections as Additional information in their offer.

VIII. STANDARD OF PERFORMANCE:

The bidder agrees to perform services diligently, efficiently, and economically, adhering to professional standards and practices. They will act as a faithful adviser to UBISL, prioritizing the UBISL's interests in all dealings with third parties.

IX. INTELLECTUAL PROPERTY RIGHTS:

All documents, report, information, data etc. collected and prepared by the service provider in connection with the scope of work submitted to UBISL will be property of UBISL. The service provider shall not be entitled, either directly or indirectly, to make use of the documents and reports given by UBISL for carrying out of any services with any third parties. The service provider shall not, without the prior written consent of UBISL be entitled to publish studies or descriptive articles, with or without illustrations or data, in respect of or in connection with the performance of services. The pre-existing intellectual property of the service provider used in deliverables shall remain vested with the service provider. UBISL reserves the right to take stringent action including blacklisting legal action in case of breach of this clause.

X. OWNERSHIP RIGHTS:

Ownership of all new artifacts (data, reports, presentations and other publications) generated during the course of the assignment or otherwise with respect to the assignment, will rest with UBISL and it will have the right to resell/ implement the same with any other organization.

XI. CONFLICT OF INTEREST:

- a. The bidder shall not have a conflict of interest that may affect the selection process, or the work envisaged under this RFP (the “Conflict of Interest”). Any Bidder found to have a Conflict of Interest shall be disqualified.
- b. UBISL requires that the Service Provider provides professional, objective, and impartial advice and at all times hold the UBISL’s interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.
- c. The Service Provider shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the UBISL.
- d. In the event that a Service Provider identifies a potential conflict of interest, they shall make a disclosure to UBISL as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. UBISL shall, upon being notified by the Service Provider under this Clause, decide whether it wishes to terminate this service or otherwise, and convey its decision to the service provider within a period not exceeding 15 (fifteen) days.

XII. COMPANIES’ PERSONNEL:

The service provider shall employ and provide at its own cost such qualified and experienced audit personnel as are required to carry out the Services. Their salaries, claims, insurance, damages, compensation, etc. will be the liability of the service provider(s) and UBISL will in no way be responsible for any such claims/ damages.

XIII. REMOVAL OF DATA:

The Service Provider must ensure that its employees/ professionals subcontractors and/ personnel do not:

- a. remove any data or allow any data concerned with this contract to be removed from the places as notified/directed by UBISL; or
- b. take any data or allow any data to be taken outside of India, without UBISL's prior written consent.

XIV. ETHICS:

UBISL expects the selected service provider to show highest ethical standards during the course of the assignment; if any complaints/information regarding any incident of bribery, corrupt payment, an unauthorized offer etc., is brought to the fore, the service provider shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time; UBISL is absolved of any liability/claim arising out of any such above situations; all personnel should have signed the code of conduct with the Service Provider and any conflict of interest shall be declared to UBISL.

XV. NOTICES AND OTHER COMMUNICATION

If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be sent personally or by certified or registered post with acknowledgement due or reputed courier or email duly transmitted, addressed to the other party at the addresses, email given in the contract.

Notices shall be deemed given upon receipt, except that notices sent by registered post in a correctly addressed envelope shall be deemed to be delivered within 5 working days (excluding Sundays and public holidays) after the date of mailing dispatch and in case the communication is made by email, on business date immediately after the date of successful email transmission (that is, the sender has a hard copy full to the correct email address).

Any Party may change the address, email address and fax number to which notices are to be sent to it, by providing written notice to the other Party in one of the manners provided in this section.

XVI. TERM AND EXTENSION OF THE CONTRACT

The term of this Contract shall be initially for a period of 3 years from the date of signing of Contract.

UBISL shall reserve the sole right to grant any extension to the term above mentioned and shall notify in writing to the Bidder, at least 1 (one) month before the expiration of the term hereof, whether it would be granting an extension of the term. The decision to grant or refuse the extension shall be at the sole discretion of UBISL and shall be binding on the Bidder.

XVII. TERMINATION

UBI Services Ltd (UBISL) may terminate the RFP process at any time or stage and without assigning any prior notice or reason. UBISL makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by UBISL. The Bidder's participation in this process may result in UBISL selecting the Bidder to engage in discussion and negotiation toward execution of a contract. The commencement of such negotiation does not, however, signify a commitment by UBISL to execute a contract or to continue negotiation. UBISL may terminate at any time without assigning any reason.

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

UBISL may terminate the Empanelment Agreement in full or in parts by giving a written notice of 30 days or such other time period as may be set out in the Empanelment Agreement to the other party against acknowledgement. Similarly, UBISL may terminate the Work Order in full or in parts by giving a written notice of 7 days to the other party against acknowledgement.

XVIII. COMPLETION OF CONTRACT

Unless terminated earlier, the Contract shall terminate on the successful completion of the Service Period as specified in the Contract.

XIX. REVISIONS & CHANGES

UBISL may make in writing any revisions or changes to the scope of deliverables and execution methodology.

If any such revisions/changes affect the contract price or schedule, the same shall be subject to adjustments of price, where required, on a very reasonable basis by mutual agreement. The Bidder shall carry out such revisions/ changes and be bound by the same terms and conditions to the extent applicable as though the said revisions were incorporated in the initially.

XX. PRICE

FIRM PRICES:

The Contract price shall be all inclusive and remain firm & will not be subject to escalation of any description during the initial period 2 (two) year of the Contract, notwithstanding any change in the cost of materials or of labour or of any other cost element which may take place while this order is being carried out, even though it might be necessary for the Bidder, for any reasons whatsoever, to take longer than the completion period indicated in the order, subject, however, to the following:

- GST/Service Tax shall not be included in the prices and shall be payable at actual.
- The pricing shall be valid for the entire engagement duration.
- The price will remain FIRM AND FIXED without any variation whatsoever.
- Any other taxes/duties including income taxes shall be included in the prices and all variations, statutory or otherwise, shall be to bidder's account.
- Any errors of interpretation of applicability of taxes/duties by the bidder shall be to bidder's account.
- All new taxes/duties/cess/levies notified after the last date of submission of bid but within contractual completion period, shall be to UBISL's account

Thereafter, on and from the 3rd (third) anniversary, the Parties agree to revise the price as mutually agreed.

XXI. UBISL, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The service provider will absolve UBISL of all responsibilities if the project does not start within a stipulated time frame. UBISL reserves the right to withdraw this assignment any time without prior consultation or intimation to the service provider.

XXII. The service provider shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid and UBISL is not liable to seek clarifications on the documents not submitted as part of the bid.

XXIII. DISCLAIMER:

- a. The UBISL shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- b. The UBISL reserves the right:
 - 1. To reject any/all applications without assigning any reasons thereof.
 - 2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the UBISL without assigning any reasons thereof.
 - 3. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
 - 4. To adopt method deemed fit to evaluate the proposals.
 - 5. To award the contract to more than one agency depending on the requirement of the assignment.

Annexure-I

RFP Response Covering Letter (On Bidders Letterhead)

Date:

To,
RFP Co-ordinator,
504-506, 5th Floor, Centrum,
Opp. Rayla devi Talao, Beside Satkar Hotel,
S.G. Barve Road, Wagle Estate (MIDC),
Thane (West)-400604.

SUB: Empanelment of Vendor for Engagement of an agency for background verification and authentication of documents

Ref: Your RFP: UBISL/RFP/24-25/HR/002

(The Bidder to read the terms and conditions as provided in the RFP document and accordingly fill in the details for specific bid evaluation criteria. Bidders not meeting the requirements or not demonstrating that they do not meet the eligibility criteria may not receive further consideration during the evaluation process.)

Confirmation of Eligibility Criteria

A. Bidder's Profile:

Sr. No.	Particulars	Response from the bidder
1	Name of the bidder	
2	Year of establishment and constitution Certified copy of "Partnership Deed" or "Certificate of Incorporation" should be submitted as the case may be.	
3	Registered /Corporate office and address	
4	Mailing address of the bidder	
5	Names and designations of the authorized persons.	

Sr. No.	Particulars	Response from the bidder
6	Telephone/Mobile Nos. of contact persons	
7	E-mail addresses of contact persons	
8	Background of business and service Profile	
9	Gross revenue of the bidder (Document to be enclosed) Year 2021-22 Year 2022-23 Year 2023-24	
10	Net Profit (after all taxes etc) of the bidder (Document to be enclosed) Year 2021-22 Year 2022-23 Year 2023-24 Documentary proofs- Audited to be enclosed	
11	Net Worth of the bidder (Document to be enclosed) Year 2021-22 Year 2022-23 Year 2023-24	
12	GST no. of the company: (photocopy to be enclosed)	
13	PAN No: (photocopy to be enclosed)	
14	Contact Details and Address of company's Office in Mumbai	
15	Any other relevant information.	

B. Document to be attached

S. No	Particulars	Eligibility Criteria	Documents to be submitted (Duly attested)	Bidder's response
1	Type of Company	The bidder must be an Indian company/firm; a Private Limited Company, Limited Company, registered under Companies Act	Certificates of Registration, as required	

		Or an LLP. (Consortium of companies not permitted)		
2	Period of Business	The Bidder should have been in existence for a minimum period of 5 years in India in same business.	Copy of work orders and or certificate of completion of work	
4	Clients handled	The Bidder must provide a list of clients for whom background verification services have been provided across India.	PO copies / Engagement Letter / Contract copy	
5	No. of Office	Number of Offices PAN India with address	Self-Declaration	
6	Blacklisting /Litigation	The bidder company should not currently have been blacklisted by any Government Department/PSU/ or under any declaration of ineligibility for fraudulent/corrupt practices of inefficient/ineffective performance	Self-declaration on the bidder's letter head	
7	Taxation Registration	The bidder must have a valid: PAN: GST Registration No.:	Attested copies of all certificates & KYC of Company	
8	Ownership	The bidder should not be owned or controlled by any of the Directors or present employees (or relatives) of UBISL	Self-declaration on the bidder's letter head	
9	Turnover	Copies of Annual Reports in case of companies and copies of audited balance sheets and P&L statements in case of others.		

Based on the information provided, the company will shortlist vendors/ companies which prima facie come up to its requirement. Preference will be assigned to bidders who do not further outsource/ sub-contract. The criteria detailed above are indicative and the company reserves the right to revise them at its discretion.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Note:

1. All self-certificates shall be signed by Authorized
2. In case the same document is provided for more than one criterial, separate document should be provide for each clause.

Dated this _____ day of _____, 20

Signature: _____

(Signature and seal of company on all the pages of Annexure)

Annexure-II

List of incomplete /dropped contracts (On Bidders Letterhead)

Details of the contracts which was legally contracted but were dropped without completion in last five financial years.

1	Name of the client	
2	Brief Description of the contract	
3	Duration/tenor of the contract as per the agreement:	
4	Start date:	
5	End date/Date on which the project/program was dropped:	
6	Contact details of the client	
7	Reasons for non-completion/dropping	
8	Any other relevant information	

Name:

Designation:

Date:

Sign & stamp

Annexure-III

Undertaking

(On the letter head of the Bidder duly signed by an authorized signatory)

To,
RFP Co-ordinator
504-506, 5th Floor, Centrum,
Opp. Rayla Devi Talao, Beside Satkar Hotel,
S.G. Barve Road, Wagle Estate (MIDC),
Thane (West)-400604.

Madam /Sir,

Sub: RFP for Engagement of an agency for background verification and authentication of documents

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated ____ for “_____”, in full conformity with the said RFP document.

1. If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the RFP.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and UBISL or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of THREE MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and UBISL.
7. We have never been barred/black-listed by any regulatory /statutory authority in India or abroad.
8. We undertake that in competing for and if the award is made to us, in executing the subject contract, we shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".
9. We certify that we have provided all the information requested by the UBISL in the format requested for. We also understand that the UBISL has the exclusive right to reject this offer in case the UBISL is of the opinion that the required information is not provided or is provided in a different format.
10. We hereby covenant, warrant and confirm that the soft-copies of the proposal submitted by us in response to the RFP and the related addendums/ corrigendum and other documents including the

changes made to the original RFP issued by the UBISL, conform to and are identical with the hard-copies of aforesaid proposal submitted by us, in all respects.

11. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the UBISL as to any material fact. We agree that UBISL is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this.....by 2024

Yours sincerely,

Signature of the Authorized Signatory Name:

Designation:

Annexure-IV

Credentials Details

(On the letter head of the Bidder duly signed by an authorized signatory)

The expertise of the organization in Background Verification and Document Authentication Services should be exhibited in detail. The Credentials should be arranged as below:

Sl. No.	Name of Organization along with the industry	Scope of the Assignment	Duration of the Assignment
1			
2			
3			
4			
5			

All Credentials should be backed by references, which must include the following details:

- Contact Person's Name
- Name of Organization and Designation
- E-mail Address
- Mobile Number

The Company reserves the right to approach the references for further background checks.

Yours sincerely,

Signature of the Authorized Signatory Name:

Designation:

(Sample Format – To be executed on a non-judicial stamp paper of requisite value in event of selection of Agency – NOT TO BE SUBMITTED NOW)

Annexure-V

Non-Disclosure Agreement

WHEREAS, We, _____, having Registered Office at _____, hereinafter referred to as the COMPANY, are agreeable to execute“...<service name>” as per scope defined in the Request For Proposal (RFP)No.....dated...../...../2024 for UBI Services Ltd, having its office at 504-506, Centrum, S.G. Barve Road, Wagle Estate MIDC, Thane-400604 (hereinafter referred to as UBISL) and;

WHEREAS, the COMPANY understands that the information shared by UBISL in their Request for Proposal is confidential and/or proprietary to UBISL, and;

WHEREAS, the COMPANY understands that in the course of submission of the offer for these a id RFP and/or in the aftermath thereof, it may be necessary that the COMPANY may perform certain jobs/duties on the UBISL’s properties and/or have access to certain plans, documents, approvals, data or information of the UBISL;

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the UBISL to grant the COMPANY specific access to the UBISL’s property/information, etc.;

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 TRUS, unless the COMPANY has first obtained UBISL’s written authorization to do so;

The COMPANY agrees that information and other data shared by UBISL or, prepared or produced by the COMPANY for the purpose of submitting the offer to UBISL in response to the said RFP, will not be disclosed to during or subsequent to submission of the offer to UBISL, to any one outside the UBISL;

The COMPANY shall not, without UBISL’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 UBISL in connection therewith, to any person(s) other than those employed/engaged by the COMPANY for the purpose of submitting the offer to the UBISL 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.

Yours sincerely,

Date

Place

Signature of Authorised Signatory

Name of the Authorised Signatory Designation

Name of the Organization

Seal

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR AUTHORIZED REPRESENTATIVES ON THIS _____ DAY OF _____, 2024.

Signed and delivered by

M/s

Signed by:

Name

Title.....

Signed and delivered by

UBI Services Ltd

Signed by:

Name

Title.....

In the presence of

.....

In the presence of

.....

Annexure-VI

Declaration for Clean Track Record
(On the letter head of the Bidder duly signed by an authorized signatory)

To,
RFP Co-ordinator
504-506, 5th Floor, Centrum,
Opp. Rayla Devi Talao, Beside Satkar Hotel,
S.G. Barve Road, Wagle Estate (MIDC),
Thane (West)-400604.

Dear Sir,

RFP – Engagement of an agency for background verification and authentication of documents
(RFP No.....dated...../...../2024)

I have carefully gone through the Terms & Conditions contained in the RFP No.....dated ,2024 regarding selection of the vendor for providing captioned services as stated in RFP to UBISL. We undertake that our company has not been debarred/ blacklisted by any Public Sector Bank, RBI, IBA or any other Government / Semi Government organizations in India, as on date of this RFP. We also undertake that we are not involved in any legal case that may affect the solvency/ existence of our firm or in any other way that may affect our capability to provide/ continue to provide the services.

I further certify that I am the competent officer in my company to make this declaration that our bid is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

Thanking you,
Yours sincerely,

Date

Signature of Authorised Signatory

Place

Name of the Authorised Signatory

Designation

Name of the Organisation

Seal

Annexure-VII

Technical Bid

(Shall be printed on the letterhead of the bidder)

Technical Qualification Criteria

Bidders who meet the minimum eligibility criteria as per Section II and Annexure I would be considered as qualified to move to the next stage of Technical and Financial evaluations.

Technical Evaluation Criteria

Bidder must qualify the following eligibility criteria and should submit required documentary proofs as indicated below. Bids which fail to qualify any of the following criteria will be rejected.

To evaluate the Technical Bid, the Tender committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by bidder. Only those Bids which satisfy the Eligibility Criteria will be invited to make a presentation. The date, time and venue will be intimated.

S. No.	Bidder Credentials	Max. Marks	Marks Awarded	Supporting Documentation
1.	Experience of minimum three years in BFSI companies <div> <div>>= 3 years</div> <div>(25 Marks)</div> </div> <div> <div>>=1 and <3 Projects</div> <div>(15 Marks)</div> </div>	25		Copy of WO / PO / Agreement to be provided
2.	Minimum 10 private sector companies having employee strength of more than 250 <div> <div>250 or more employees</div> <div>(20 marks)</div> </div> <div> <div>>=250 employees</div> <div>(10 marks)</div> </div>	20		Copy of WO / PO / Agreement to be provided
3.	Minimum 3 client references with positive feedback <div> <div>>= 3 references</div> <div>(20 Marks)</div> </div> <div> <div>>=1 and <3 references</div> <div>(10 Marks)</div> </div>	20		Feedback to be submitted on Clients letter head

4.	Financial Parameter: i. Annual financial turnover during the previous three financial years. ≥25 lakhs (20 Marks) ≥10 lakhs and <25 lakhs (10 Marks)	20		Copy of audited Financial Statements be enclosed
5.	The Bidder should be registered and practising in India at least for the last two years as on March 31, 2025. The Bidder should specify their state-wise presence Presence in > 10 States (15 Marks) ≤ 10 States (05 Marks)	15		
	Total	100		

Combined Evaluation Criteria:

1. Technical components will carry 70% weightage, and financial component will carry 30% weightage.
2. The technical bids submitted by the Bidders will be evaluated on a maximum of 100 marks.
3. The minimum qualifying marks required to be qualified in technical bid is 70% of the total score for technical component. Bidders who will get less than 70% in Technical evaluation will be rejected and their financial bids will not be opened.
4. Only those bidders, who qualify technically, would be considered for financial evaluation.

Annexure-VIII

Financial Bid
(Shall be printed on the letterhead of the bidder)

The RFP Co-ordinator,
504-506, 5th Floor, Centrum,
Opp. Rayla Devi Talao, Beside Satkar Hotel,
S.G. Barve Road, Wagle Estate (MIDC),
Thane (West)-400604.

Dear Sir,

We offer the rates for Engagement of an agency for background verification and authentication of documents as under:

S. No.	Activity / Item Description	Amount (in Rs.)
i.	Educational Qualification Verification	
ii.	Criminal History verification	
iii.	Previous employment verification (viz. Experience Tenure/ Salary drawn etc.)	
iv.	Address verification	
v.	CIBIL Check	
vi.	KYC Check (PAN And Aadhar Check)	
	Grand Total (in Rs.)	

Note:

1. Certified that the above rates are exclusive of all taxes as may be applicable.
2. Certified that I agree to all the terms & conditions of the tender document

I/We agree to undertake the work subject to terms and conditions stipulated by UBISL at the rates quoted above.

Signature of the Authorized Signatory Name:

Designation:

Date:

Check list of Documents to be submitted

(After covering letter you can add this sheet)

Envelope	Documents to be submitted	Format as per	Attached in Bid Yes / NO
Envelope 1 TECHNICAL BID	RFP Response Covering Letter by Bidder	Annexure I	
	List of incomplete / dropped contracts if any	Annexure II	
	Undertaking	Annexure III	
	Credentials	Annexure IV	
	Non-Disclosure Agreement (given for information, To be submitted in event of selection)	Annexure V	NOT REQUIRED
	Declaration for Clean Track Record	Annexure VI	
	Technical Bid	Annexure-VII	
Envelope 2 FINANCIAL BID	Financial Bid	Annexure VIII	
OUTER BIG ENVELOPE containing Envelope 1 & 2 combined	In OUTER ENVELOPE TENDER FOR HUMAN RESOURCE MANAGEMENT SYSTEM, HR/LABOUR COMPLIANCE AND PAYROLL MANAGED SERVICES FOR UBISL		

IMPORTANT NOTE:

- Supporting documents must be attached wherever applicable.
- All pages of bid documents must be signed by authorized person
- All pages of bid documents should be numbered in serial order i.e.1,2,3 and soon.
- The technical bid should be properly banded and numbered to find out the documents with annexure in starting to explain positioning of documents in bid.

Signature of Authorized Person