

REQUEST FOR PROPOSAL (RFP)

FOR

EMPANELMENT OF LAW FIRMS

FOR

UBI Services Limited

504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,
MIDC, Thane (W), Pin code – 400604

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Request For Proposal (RFP) Notice

RFP Ref. No.	UBISL/RFP/25-26/SEC/001 Empanelment of Law Firm for 2 years i.e. 2025 and 2026
RFP Issue Date	30th May 2025
Revised Last date for bid submission	23rd June 2025
Date of opening of technical bids	30th June 2025
Date of opening of financial bids	04th July 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, S. G. Barve Road, Wagle Estate, MIDC, Thane (W), Pincode – 400604. Contact: +91 9960257700

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 & UBISL is not answerable to anyone.

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, Education loans, MSME Loans etc. The Company has at present various Regional Offices and has market presence in 50 locations PAN India.

2. REQUIREMENT:

UBI Services Limited (“UBISL” or “The Company”) invites applications from Law Firms of good repute located at Mumbai, Navi Mumbai and Thane for two years extendable for a maximum period of 5 years on terms & conditions agreed by both the parties and on satisfactory services by the Law firm as per the terms and condition mentioned in the RFP. Interested applicants who provide services as mentioned in Scope of Work and who meet the eligibility criteria shall respond.

3. 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 Empanelment of Law Firms. The purpose of this RFP is to empanel Law Firms for providing services as mentioned in the Scope of Services. The Company reserves its rights to change the assignment scope considering the size and variety of the requirements depending upon changing business conditions.

Detailed Scope of work is as given under:

The selected Law firm is expected to provide the services including but not limited to the following at Head Office and/or matters related to regional office. The Firm shall be required to perform various legal advisory activities on a case-to-case basis, some of the indicative activities are as follows:

- a. Drafting/Vetting of various agreements such as Leave and License, Direct Selling Agent (DSA) / Direct Selling Executive (DSE) Agreement, Corporate Selling Agreements (CSA),
- b. Drafting/vetting of agreements with various vendors/advisors/consultants/service providers
- c. Providing vetting certificates
- d. Preparation /Vetting of RFP documents, Indemnity deeds
- e. Issuing show cause notices to employees/partners
- f. Advising in the legal matters related to employees /partners- disputes/frauds
- g. Provide opinions on legal issues as and when required
- h. Appear on behalf of the Company in the court of law
- i. Any other work as may be assigned from time to time

4. EMPANELMENT PERIOD:

The empanelment period will be valid for a period of 2 (Two) year from the date of issue of empanelment letter. The review of empaneled Law firm may be conducted at a regular interval decided by the company for quality of services rendered. The Company may terminate the services of the empaneled Law firm at its discretion based on review and shall have the right to cancel this panel of Law firm at any time during the empanelment period.

5. ELIGIBILITY & EVALUATION CRITERIA

Interested Bidders, who are providing service as explained in Scope of Services hereof and meeting the Eligibility Criteria as mentioned below may respond to this RFP.

The Bidder needs to comply with all the eligibility criteria mentioned. 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. Only those applications which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

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.

Bid is open to all Bidders who fulfil the eligibility criteria. The bidder has to submit the documents against the eligibility criteria as mentioned below. The following are the technical eligibility criteria for Empanelment of Advocate/Law Firm. The technical criteria should be required with

supporting documentation for eligibility. Only those applicants who fulfill the following criteria are eligible to respond to this RFP:

A. TECHNICAL BID CRITERIA:

Eligibility Criteria	Marks	Documents to be submitted by Bidder
Applicants must be law firm with minimum 5 partners. The Applicant as Advocate or associate/partner in the law firm should be enrolled with Bar Council of Maharashtra & Goa.	20	Self-attested copy of Registration and/or Identity card of the Bar Council
The Law firm must be familiar with all types of law, preferably Banking/ Contractual/ Financial/	20	Client Certificate / Engagement Letter / Appointment Letter (clearing indicating the period).
The Law firm should have adequate infrastructure including head office in Mumbai, support staff, computers, law journals.	20	Self-declaration / confirmation signed by Advocate/ authorized signatory of the bidders.
Employees matters and should have a minimum of five years of experience in handling above scope of work.	20	Empanelment form, Appointment Letters/ any other relevant documents.
The bidder must not be blacklisted / debarred by any statutory, regulatory or government authorities or PSU within the last 3 years from RFP date.	10	Self-declaration / confirmation signed by authorized partners of the bidders.
KYC Documents	Nil	1. Self-attested true copy of LLB, LLM (if any) and supporting mark sheets etc. of Advocate/Partners of Firm 2. Self-attested copy of PAN, AADHAR and GST certificate, cancelled cheque (wherever applicable)

B. COMMERCIAL BID CRITERIA:

- The Bidder should submit the commercial bid in separate envelopes in the given format
- The commercial bid of the bidder will be considered / opened if they qualify in Technical Bid and the top 3 bidders shall be empanelled and in case of any deviation from the below mentioned prices the company reserves all the rights to award the contract to second or third ranking vendors.
- The bidder should submit the commercial bid after considering the above scope of services and there will be no price escalation during the contract period.
- Out-of-pocket expenses shall be considered for payment based on actuals.
- The Services Charges / Professional Fees should be in INR exclusive taxes, UBISL will deduct TDS if any applicable as per law.

Sr No.	Nature of Services	Amount (in Rs.)
1	Professional Fees towards:	
	a. Drafting of agreements
	b. vetting of agreements
	c. Issuance of opinions
	d. Drafting Legal Notices and letters
	e. Replying to Legal Notices and letters

Note: Bidder is required to quote prices, per event/activity basis and should be exclusive of taxes

6. RFP SUBMISSION

- RFP will be available on the Company's website www.ubisl.co.in
- The proposal should be prepared in English in pdf format. All correspondence will be in English.
- 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. The person or Persons signing the Bids shall put their initial on all pages with the rubber stamp of the firm/company while submitting Bids. 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.
- The RFP response document along with 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 Empanelment of Law Firms for UBISL". **Envelope-II** to be superscribed as "Financial Bid

for Empanelment of Law Firms 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 Empanelment of Law Firms 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.

(v) **The Technical bid should consist of the documents in respect of Eligibility Criteria.**

The sealed envelopes should be submitted to the below mentioned address by Speed Post/Courier/Registered AD or hand delivered: -

RFP Co-ordinator
Secretarial 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 9960257700.

Bidders may enquire about any query related to this tender before 15th June 2025

Any query related to the tender will not be entertained after 16th June 2025.

- (vi) All the pages of the proposals are to be numbered and be signed by the authorized signatory on behalf of the Bidder. 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. In case bidder is submitting more than one bid then all the bids submitted by the bidder shall be disqualified.
 - e. 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

7. 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.

8. 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.

9. REQUESTS FOR INFORMATION/ CLARIFICATIONS

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

RFP Co-Ordinator
504-506, Centrum It Park,
S.G. Barve Road, Wagle Estate (MIDC)
Thane (West)-400604
Phone : +91 9960257700
[Email- tenders@ubisl.co.in](mailto: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 binding on all bidders.

10. 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 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.

11. 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 Law firms. 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.

12. 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").

13. 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.

14. NO LEGAL RELATIONSHIP

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

15. 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.

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.

16. 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.

17. 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.

18. 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.