



Request for Proposal (RFQ) Document

Limited Tender for Award of Contract to Empanelled Academic Institutes for Development of Advanced Training Programs

Tender Reference No. HRD//L&D/RFQ-02/2023

Date: 15/05/2023

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Union Bank of India
Union Bank Bhavan
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400 021

Disclaimer

The information contained in this RFQ document provided to the Bidder(s) on the terms and conditions set out in this RFQ document. The RFQ 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 a contract or arrangement with Bank in relation to the provision of services.

The RFQ document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from the RFQ process unless and until a formal contract is signed and

executed by duly authorized officers of Union Bank of India with the Bidder. The purpose of this RFQ is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ and where necessary obtain independent advice. Union Bank of India makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this bid. Union Bank of India may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this bid.

Subject to any law to the contrary, and to the maximum extent permitted by law, the Bank and its directors, officers, employees, contractors, representatives, agents, and advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this RFQ document or conduct ancillary to it whether or not the losses arises in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of the Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisors.

Key Dates & Information

ISSUE OF BID DOCUMENT	:	15/05/2023, 11:00 AM
PRE-BID MEETING (if any query raised)	:	18/05/2023, 04:00PM
LAST DATE & TIME FOR BID SUBMISSION	:	23/05/2023, 04:00 PM
OPENING OF COMMERCIAL BID	:	24/05/2023 by 04.00 PM (In presence of Bidders/Online)
EMAIL ID	:	mriganka.chowdhury@unionbankofindia.bank learning.development@unionbankofindia.bank
Address for submission of Bid (Hard copy to be submitted in sealed envelope)	:	Mr. Mriganka Chowdhury, Chief Manager- HR-L&D Union Bank of India Human Resources Department, 8 th Floor, Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai - 400021 Mobile No.: 70002 69743 Telephone: 022-2289 6227

BROAD SCOPE OF WORK AND KEY DELIVERABLES

1. Introduction

Union Bank of India has revamped its entire Learning & Development (L&D) function through redesigning the L&D practices and processes in the Bank to make it more inclusive, innovative and inspiring. As a part of this revamping process, Bank has established 9 distinct “Union Learning Academy (ULAs)” aligned with the Job Family (JF) Framework adopted by the Bank.

The ULAs envisage to develop future ready, skills centric training design, creating personalized learning path for all employees and building collaborative & sustainable learning ecosystem by creating a pool of expert in-house trainers as well as building a strong pool of external partnerships with facilitators, industry professionals, academic institutions etc.

Now, in Continuation of the RFP floated for the Empanelment of External Academic Institute for Centres of Excellence (CoE) under L&D system vide RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022, Bank is seeking proposals from empanelled academic institutes for the development of “Advanced Training Program” for the Bank.

The core objective of advanced programs is to enhance the skills / advanced knowledge and strategies of bank employees to effectively and efficiently deliver their roles in areas viz. Credit Analysis and Decision Making, Corporate Credit & Finance, Risk Management and Digital Banking by ensuring compliance with regulatory requirements. The training program should be comprehensive that includes both theoretical and practical components, impactful, and sustainable, and should be designed to gain a competitive edge by developing actionable skills in sync with the organizational goal of building a future ready talent pool with high skill sets.

The RFQ outlines the scope of work, deliverables, and other requirements for empaneled institutes to submit their proposals.

2. Scope of Work:

A. Development of Advanced Training Program:

The selected institute will be responsible for developing a comprehensive training program that covers all aspects of focus areas, including theoretical concepts, practical applications, case studies/case lets, success stories, best industry practices, etc.

The indicative content of the programs are given below. The content will be finalised in coordination with selected institute as per their suggestions and Focus Group constituted for this purpose.

Program 1: Advanced Program on Credit Analysis and Decision Making for ULA- Credit & Policy, Lucknow

S.N.	Focus Areas	Proposed Indicative Topics
1	Understanding Credit Environment	Adaptive Regulatory Changes and Understanding Credit landscape for MSMEs including challenges
		Domestic and Global Market Opportunity for Indian banks and Possibilities given the presence of Rupee abroad and key government initiatives
		Understanding Credit Risk, Climate Risk & implications
		Economies of Digital mindset & Best practices in leveraging technology for Credit Underwriting
		Prevention and management of credit fraud
2	Credit Underwriting	Understanding IND-AS compliant Financial Statements and Cash Flow Analysis
		Contemporary financial models for businesses and Competitive strategies for Banks
		Capital Budgeting
		The potential for lending and evaluation models for renewable energy
3	Contemporary Best Practices in Credit Management	Current Best Practices in Banking Sector for credit growth with Success Stories and Industry based market optimization strategies
		Competitive strategies for cluster identification, product customization and risk management of clusters
		Cash flow-based lending is the way of the future
		Innovative practices for Asset Quality Management
		Matching government priorities for a sustainable balanced regional growth in aspirational districts with special focus on schemes like ODOP

Program 2: Corporate Credit & Finance for ULA -Corporate & Treasury, Gurugram

S.N.	Focus Areas	Proposed Indicative Topics
1	Economic Environment	Overview and analysis of <ul style="list-style-type: none"> ➤ Financial Markets ➤ Economic Analysis ➤ Different Sources of Funding at micro and macro level
2	Regulatory landscapes and guidelines	Special reference guidelines of RBI, SEBI, IRDA, etc.
3	Understanding of Project Finance	Type of projects: Greenfield, Brown field.
		Difference in Project Financing and other normal finance or corporate lending.

		Factors to be considered while decision making in financing the projects with examples of case study.
		Understanding and acceptability of TEV and financial projections & Cash Flow and sensitivity analysis & DuPont Model analysis, traffic study etc.
		Advanced input on core sectors.
		Government initiatives like PLI.
		Performing and non-performing sectors and present global scenario in project management.
		Infrastructure Segments analysis & future-outlook of renewal Power - Solar/Wind /HAM / Ports & Airports, City Gas Distributions, railway, etc.
		Discussion on success & Failure of projects with case studies
		Upcoming models and sectors. InVITs, REIT, ToT, Tolls.
4	Critical Analysis of Financial Statements	Financial Models and Balance Sheet Analysis
		Financial Decisions
		Capital Expenditure Decision
		Types of Capex Decisions and financial analysis of Capex Decisions
5	IND-AS - Key guidelines	Study of key sections including inventories, cash flow, borrowing cost, contingent assets & liabilities, financial instruments, fair value measurement, CFS etc.
		Applications of the new regulations and interpretations
		Insights from the financial statements made using the new IND-AS
5	Emerging Trend - ESG	ESG guidelines/ regulations and its impact decision making
		Understanding aspects of green finance
7	Industry Analysis	Industry Segments Analysis & future-outlook for the following industries- <div><div>➤ Electric Vehicles</div><div>➤ Steel</div><div>➤ Pharma</div><div>➤ Hospital</div></div> <div><div>➤ Cement</div><div>➤ Ethanol</div><div>➤ Textile</div></div>
8	Upcoming industries and core sectors	Detailed analysis of Sunrise Industries and core sectors with reference to Corporate credit
9	Marketing aspects of Corporate Finance	Understanding the startup & innovation eco-system (innovation Hub & Incubation centre)
		Techniques of loan syndication, channel financing, effective techniques for marketing /down selling and analysis of lending model of peer banks
		USP of Treasury Products offered by peer banks to corporate clients, understanding of the clients treasury needs and how

		to use the same to market our bank's treasury products to increase the overall wallet share thereby increasing our treasury income.
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Program 3: Advances in Risk Management for ULA-Risk Excellence, Mangalore

S.N.	Focus Areas	Proposed Indicative Topics
1	ESG Risk	Introduction of ESG Risk with special emphasis on Climate Risk
		ESG Investing
		Practical approach towards the development and benefit of ESG Rating and ESG Scorecard
2	Risk & IT	Risk associated with Digital Lending Process
		Challenges & risks involved in digital lending
		AI & ML in Risk Management
		Data Governance & IT Risk Management
		Cyber Risk
3	Enterprise Risk Management	Enterprise Risk Management and its importance in present Risk Management scenario
4	Market Risk Management	Modern Market Risk management & its approaches and Fundamental Review of Trading book (FRTB)
5	Interest Rate Risk	Challenges and solutions in implementing interest rate risk in Banking Books
6	Vendor Risk Management	Third-party risk management and does & don't of outsourcing
7	Other risks	Model Risk, People Risk and Conduct Risk
8	Ind-AS Expected Credit Loss 109	Ind -AS 109 and Computation of Expected Credit Loss under Ind-AS
9	Basel 4.0	Advance approaches contemplated by the regulator for various risks faced by banking industry

Program 4: Advanced Program on Digital Banking for ULA -Digital Transformation, Powai

S.N.	Focus Areas	Proposed Indicative Topics
1	Smart Banking using latest Technologies	Predictive analytics
		Fraud detection and prevention
		Transformation strategies through API'S and API security
		New Innovative Technologies like AI/ML, Block chain, 5G, IOT, metaverse, etc. to be covered basis on training requirements.

		New age initiatives like CBDC, Digital currency, open banking, ONDC, OCEN
		End to end digitization in digital arena and how digital banking modes can be used as a service
		Fraud detection, prevention and risk mitigation - ways and means.
2	Payment & Lending Ecosystem	FinTech lending ecosystem
		Collaborations with Tech companies
		Digital payment systems and platforms available
		Payment Aggregators
		Digital Payments disruption
		Conversational finance from Banking perspective
3	Regulatory Authentication Framework &	Digital payment Security Control
		Digital Personal Data Protection Bill 2022
		Implementation of Best Security Practices
		Risk Mitigation using security measures/tools
		Data Governance and Data Security
4	customer driven Digital Transformation	Personalization and evaluation of disruptive technologies
		Growth of IOT in customer delight
		Role of customer & Cyber-security issues

B. Target Group of Advanced Training Program:

The target groups of each of the focus area of specific advanced program are tabulated hereunder:

S.N.	Program Name	Target Group
1.	Advanced Program on Credit Analysis and Decision	MLP Heads, ELB/VLB Branches, Credit Officer posted at RO & ZO and Executives in Scale IV & Above
2.	Corporate Credit & Finance	Executives Working at LCV/MCV/LCB/MCB etc.
3.	Advances in Risk Management	Nodal Risk Officers at Zonal Offices and officer in Scale IV & above posted at Risk Management Department & other verticals in Corporate Office
4.	Advanced Program on Digital Banking	Officers in Scale IV & above posted at DIT, Digitization vertical, CISO, CR & MIS and Analytics Centre of Excellence (ACoE)

C. Design of training modules:

The training program should be divided into modules, each of which should be designed / developed to provide a clear understanding of the topic and its relevance to the above mentioned target group.

The training design and pedagogy is a crucial aspect of the proposed advanced training program for the bank. The selected institute will be responsible for designing a comprehensive training program that incorporates best industry practices in adult learning and pedagogy. The program should be designed to ensure maximum retention and transfer of learning to the workplace. The training program should include a mix of instructional strategies such as case studies, role plays, simulations, and interactive group discussions / success stories. The selected institute should also incorporate training modules to provide engaging learning experience for the target audience. The training design should be aligned with the bank's overall training strategy and objectives, and should take into account the specific needs and learning styles of the bank's employees. The vendor should also provide a detailed implementation plan that outlines the timeline for the delivery of training and the roles and responsibilities of all stakeholders involved in the training program.

D. Development of training material:

The selected institute will be responsible for developing all training materials, including study materials, lesson plan, presentations, hand-outs, exercises, case studies, Case lets/ Scenario and assessments, success stories of industry best practices, etc.

E. Pilot Training Program Delivery session:

The selected institute will be responsible for conducting a pilot training program to test the effectiveness of the training program and to identify any areas for improvement before full-scale implementation. The pilot program to be conducted with a representative sample of the target group, and the institute should collect feedback and evaluate the impact of the program. Based on the feedback and evaluation, the institute should make necessary revisions to the training program to ensure its effectiveness and relevance for the target group. The institute should also provide a report to the bank detailing the impact of the pilot program and the revisions made to the training program as a result. The bank expects the pilot sessions to be conducted in a professional and engaging manner, and to incorporate best practices in pedagogy and training delivery.

F. “TRAIN THE TRAINERS” PROGRAM

The selected institute will conduct Train-the-Trainer program to equip internal faculty for effective delivery of the training program as a part of assignment. The purpose of these sessions is to equip bank's internal faculty members with the necessary skills and knowledge to effectively deliver the training program to target group. The train-the-trainer sessions should include comprehensive training on the content of the program, delivery techniques, and assessment tools / methods. The selected institute will be

responsible for designing and delivering the “train-the-trainer” in a format that is engaging and effective. The institute will also be responsible for developing training materials and resources that trainers can use to facilitate the subsequent training program. The bank expects the train-the-trainer to be interactive and participatory, and to incorporate adult learning principles to ensure effective transfer of required knowledge / skills towards effectively running the program for target groups and also assess the impact of the program in the form of business results.

G. Other Support:

The selected institute is expected to provide support to ensure that the training program remains relevant and effective over time, and to address any issues or challenges that arise during implementation. The institute should provide a plan for ongoing support that includes regular monitoring and evaluation of the training program, as well as periodic updates and revisions as needed. The institute should also provide a mechanism for bank employees to provide feedback and receive support in implementing the training program. The bank expects the ongoing support to be provided in a timely and responsive manner, and to be tailored to the specific needs and key objectives of the training program. The institute should also provide regular reports to the bank outlining the recommendations for further improvement.

NOTE: EMPANELLED ACADEMIC INSTITUTE CAN PARTICIPATE IN TENDER PROCESS FOR DEVELOPMENT OF MAXIMUM 2 (TWO) OUT OF 4 (FOUR) ADVANCED TRAINING PROGRAMS AS MENTIONED IN PARA 2(A) UNDER SCOPE OF WORK OF THIS DOCUMENT.

ALSO, OF THE 2 (TWO) ADVANCED TRAINING PROGRAMS, THE ACADEMIC INSTITUTE CAN PARTICIPATE IN DEVELOPMENT OF ONLY ONE CREDIT RELATED PROGRAM I.E. ADVANCED PROGRAM ON CREDIT ANALYSIS AND DECISION MAKING OR CORPORATE CREDIT & FINANCE

NOTE: THE ACADEMIC INSTITUTE SHALL SUBMIT THE SEPARATE COMMERCIAL BIDS FOR EACH PROGRAM AS PER ANNEXURE.

3. Key Deliverables:

The following is an indicative list of deliverables under the scope of work for this Request for Quotation (RFQ) for the development of advanced training program for the public sector bank in India:

- 3.1 To conduct an assessment to identify specific training needs of the target group basis the skill gaps in focus area as given in para A of point 2 above.
- 3.2 To develop course content for **4 distinct comprehensive 3-4 days training programs** that includes both theoretical and practical components, and can be delivered through **in-person classroom training.**

- 3.3 A detailed program plan outlining the timeline, milestones, implementation method/ pedagogy, responsibilities of stakeholders (faculty/participant etc.) and evaluation of the training program to be submitted.
- 3.4 To conduct a **pilot training delivery session** for a representative sample of the target group **(60-70 participants) in two batches** to test the effectiveness of the training program and identify any areas for improvement and submit a report detailing the results of the pilot session and the revisions made to the training program as a result.
- 3.5 To conduct a **Train-the-Trainer program** to equip bank's internal faculty members with the necessary skills and knowledge to effectively deliver the training program to target group. **Train-the-Trainer session to be conducted for internal faculty members through online mode / classroom training.**
- 3.6 Assessment of specific training needs of respective target group, development of course content along with training pedagogy, pilot delivery sessions and Train-the-Trainer session to be completed **within timeline of 3 months from the date of Purchase Order (PO) in favour of selected bidder.**
- 3.7 To develop & handover all training materials, including study materials, lesson plan, presentations slides, hand-outs, exercises, case studies, Case lets/ Scenario and assessments, contemporary & relevant success stories and best practices of industry, etc.
- 3.8 To provide support to address any issues or challenges that arise during full-scale implementation of the program by Bank's internal faculty members.
- 3.9 To provide periodic updates and revisions as needed to ensure that the training program remains relevant and effective over time.
- 3.10 To provide the mechanism to Bank's faculty members to submit their feedback, any recommendations for improvement and seek support from the institute.
- 3.11 To provide a format/ questionnaire for "entry test & exit test" and collect feedback from target audience to assesses the effectiveness and impact of the training program. Also, assessment tool/metrics to study the impact of the training program in the form of business results.
- 3.12 This listing is not exhaustive and should be regarded as an outline only.

The objective is to select 'the most suitable' Institute for development of Advanced Training Program on the given focus area. **It is expected that the Selected Institute would have necessary expertise, experience, capabilities and knowledge** in development of Advanced Training Program on focus areas as given in para 2 (A) above.

4. Terms and Conditions

In addition to terms and conditions specified in this RFQ, as this document is in continuation of the RFP floated for the Eempanelment of External Academic Institute for Centers of Excellence (CoE) under L&D system vide RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022, the other terms and conditions mentioned in aforesaid RFP are applicable.

5. Bid validity Period

- 5.1 Bid shall remain valid for duration of 6 (Six) calendar months from Bid submission date. Bid valid for shorter period is liable to be rejected by the Bank as nonresponsive.
- 5.2 In exceptional circumstances, the Bank may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, any extension of validity of Bids will not entitle the Bidder to revise/modify the Bid document.
- 5.3 The Bank reserves the right to call for fresh Bids at any time during the Bid validity period if considered necessary.

6 Commercial Bid Submission:

- 6.1 The Commercial Bid is to be submitted as per Annexure -I. This must contain all prices in Indian rupees (INR) exclusive of all taxes and levies. The Institute should not offer any options or any conditional offer to the Bank while giving the price information. The offer should strictly be in conformity with the scope of work and key deliverables as specified by the Bank. Any deviations may lead to disqualification of the bid.
- 6.2 **The successful bidder will be the one who has submitted the lowest quote (L1) amongst all participated empanelled institute.**

7 Bid Security Declaration:

The Bidders are required to sign a Bid security declaration (As per Annexure II) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security on or before 15 days after the selection for bid, they will be suspended from participation in future tenders of the bank for 2 years from the date of submission of this bid.

8 Award of Contract:

- 8.1 The successful bidder will be the one who has the lowest quote amongst all empanelled vendors for the scope of work and key deliverables specified by the Bank.
- 8.2 However, the Bank shall be under no obligation to accept the lowest price bid, or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- 8.3 The Bank reserves the right to make any changes in the terms and conditions of services. The Bank will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations unless there is change in the terms and conditions of purchase.

- 8.4 The selected institute will be required to execute Service Level Agreement (SLA) on or before 15 days from the date of purchase order, which must include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed or recommended by the Bank. Payment terms will be part of SLA.
- 8.5 The SLA will be executed by the Bank & selected institute in person at Bank's Central Office, Mumbai.

9 Performance Security by Successful Bidder:

The selected institute shall be required to give the Performance Security in the form of a Performance Bank Guarantee (PBG) of amount equal to 5% of the final contract amount within 15 days from the date of receipt of the order or signing of the contract whichever is earlier. PBG shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The guarantee should be furnished by a Nationalized Bank / Scheduled Bank, other than Union Bank of India, as per the format in Annexure III.

The stamp paper should be purchased either in the Name of the Bank executing the Guarantee or in the name of Union Bank of India.

10 Documents to be submitted:

Empaneled institute is required to submit the following documents along with bid:

- 10.1 Letter / Board resolution authorizing the signatory to sign the documents
- 10.2 RFQ document duly signed at each page by authorised signatory along with the firm seal/stamp.
- 10.3 Annexure I: Commercial Bid on the letter head of the firm duly signed by authorized signatory along with the firm's stamp.
- 10.4 Annexure II: Bid Security Declaration on the letter head of the firm duly signed by the authorized signatory along with the firm's stamp.
- 10.5 All the documents to reach physically on or before date and address mentioned in Key dates and information.

(To be submitted on the letter head of the firm)

Annexure I A

COMMERCIAL BID
(TO BE SUBMITTED IN SEALED ENVELOPE)

**Commercial Bid for Development of Advanced Training Program on Credit Analysis and
Decision making**

S.N.	Parameter	Quote in INR (Excluding GST) *#
1	Development of Advanced Training Program on Credit Analysis and Decision making as per scope of work and deliverables ((RFQ: HRD//L&D/RFQ-02/2023 Dated 15/05/2023)	

*The above quote will be considered as final bid amount

Applicable GST will be additionally paid by the Bank

Note:

1. The commercial Bid shall be on a fixed price basis, exclusive of all taxes and levies at site as mentioned above.
2. Other terms and conditions will be as per RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022
3. Payment will be released after completion of all the deliverables.
4. Commercial Bid to be sent in sealed envelope to below-mentioned address:

Mr. Mriganka Choudhury
Chief Manager (HR-L&D)
Union Bank of India
Human Resources Department,
8th Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400021
Mobile No. 70002 69743

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm along with Seal:

Address:

Place: _____

Date: _____

(To be submitted on the letter head of the firm)

Annexure I B

COMMERCIAL BID
(TO BE SUBMITTED IN SEALED ENVELOPE)

Commercial Bid for Development of Advanced Training Program on Corporate Credit & Finance

S.N.	Parameter	Quote in INR (Excluding GST) *#
1	Development of Advanced Training Program on Corporate Credit & Finance as per scope of work and deliverables ((RFQ: HRD//L&D/RFQ-02/2023 Dated 15/05/2023)	

*The above quote will be considered as final bid amount

Applicable GST will be additionally paid by the Bank

Note:

- The commercial Bid shall be on a fixed price basis, exclusive of all taxes and levies at site as mentioned above.
- Other terms and conditions will be as per RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022
- Payment will be released after completion of all the deliverables.
- Commercial Bid to be sent in sealed envelope to below-mentioned address:

Mr. Mriganka Choudhury
Chief Manager (HR-L&D)
Union Bank of India
Human Resources Department,
8th Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400021
Mobile No. 70002 69743

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm along with Seal:

Address:

Place: _____

Date: _____

(To be submitted on the letter head of the firm)

Annexure I C

COMMERCIAL BID
(TO BE SUBMITTED IN SEALED ENVELOPE)

**Commercial Bid for Development of Advanced Training Program on Advances in Risk
Management**

S.N.	Parameter	Quote in INR (Excluding GST) *#
1	Development of Advanced Training Program on Advances in Risk Management as per scope of work and deliverables (RFQ: HRD//L&D/RFQ-02/2023 Dated 15/05/2023)	

*The above quote will be considered as final bid amount

Applicable GST will be additionally paid by the Bank

Note:

1. The commercial Bid shall be on a fixed price basis, exclusive of all taxes and levies at site as mentioned above.
2. Other terms and conditions will be as per RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022
3. Payment will be released after completion of all the deliverables.
4. Commercial Bid to be sent in sealed envelope to below-mentioned address:

Mr. Mriganka Choudhury
Chief Manager (HR-L&D)
Union Bank of India
Human Resources Department,
8th Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400021
Mobile No. 70002 69743

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm along with Seal:

Address:

Place: _____

Date: _____

(To be submitted on the letter head of the firm)

Annexure I D

COMMERCIAL BID
(TO BE SUBMITTED IN SEALED ENVELOPE)

**Commercial Bid for Development of Advanced Training Program on Digital Banking for
ULA- Digital Transformation, Powai**

S.N.	Parameter	Quote in INR (Excluding GST) *#
1	Development of Advanced Training Program on Digital Banking as per scope of work and deliverables (RFQ: HRD//L&D/RFQ-02/2023 Dated 15/05/2023)	

*The above quote will be considered as final bid amount

Applicable GST will be additionally paid by the Bank

Note:

1. The commercial Bid shall be on a fixed price basis, exclusive of all taxes and levies at site as mentioned above.
2. Other terms and conditions will be as per RFP ref. no. HRD/L&D/01/2022 Dated 27.09.2022
3. Payment will be released after completion of all the deliverables.
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Mr. Mriganka Choudhury
Chief Manager (HR-L&D)
Union Bank of India
Human Resources Department,
8th Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400021
Mobile No. 70002 69743

Signature of the Authorized Signatory

Name:

Designation:

Name of the Firm along with Seal:

Address:

Place: _____

Date: _____

Annexure II

BID SECURITY DECLARATION

To,

The Head (L&D Division),
Human Resources Department,
Union Bank of India,
Human Resources Department,
8th Floor, Union Bank Bhavan
239, Vidhan Bhavan Marg
Nariman Point, Mumbai-400021.

Dear Sir,

Subject: Commercial Bid for Development of Advanced Training Program

We _____ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Bank for 2 years from the date of submission of Bid in case of any of the following:

1. If the bid submitted by us is withdrawn/modified during the period of bid validity.
2. If any statement or any form enclosed by us as part of this Bid turns out to be false /incorrect at any time during the period of prior to signing of Contract.
3. In case of we are becoming successful bidder and if:
 - a) We fail to execute Contract within the stipulated time.
 - b) We fail to provide Performance Security within the timelines stipulated in this bid document.

Yours faithfully,

Date:

For _____

Signature _____

Name _____

Authorized Signatories
(Name & Designation, seal of the firm)

Annexure III

Format for Performance Bank Guarantee
(Covering Delivery obligations)

To
The Head (L&D Division),
Human Resources Department,
Union Bank of India
8th Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai - 400021

Dear Sir,

In consideration of Union Bank of India, 8th Floor, Human Resources Department, Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai - 400 021 placing an order for **“Development of Advanced Training Program”**

On _____ having registered office at _____ (hereinafter called the vendor) as per the purchase order entered into by the vendor vide purchase order no _____ dated _____ (hereinafter called the said contract), we _____ (Name of the Guarantor Bank), a 'schedule bank', issuing this guarantee

Through its branch at presently located at _____ (hereinafter called the bank), do hereby irrevocably and unconditionally guarantee the due performance of the vendor for **“Development of Advanced Training Program”** as per the said contract entered into by the vendor with you.

If the said vendor fails to implement or maintain the system or any part thereof as per the contract and on or before the schedule dates mentioned therein, we _____ (Name of the Guarantor Bank), do hereby unconditionally and irrevocably agree to pay the amounts due and payable under this guarantee without any demur and merely on demand in writing from you during the currency stating that the amount claimed is due by way of failure on the part of the vendor or loss or damage caused to or suffered / or would be caused to or suffered by you by reason of any breach by the said vendor of any of the terms and conditions of the said contract, in part or in full. Any such demand made on us shall be conclusive as regards the amount due and payable under this guarantee.

We _____ (Name of the Guarantor Bank), further agree that this guarantee shall continue to be valid unless you certify that the vendor has fully performed all the terms and conditions of the said contract and accordingly discharge this guarantee, or until _____, whichever is earlier. Unless a claim or demand is made on us in writing under this guarantee on or before _____, we shall be discharged from all our obligations under this guarantee. If you extend the schedule dates of performance under the said contract, as per the terms of the said contract, the vendor shall get the validity period of this guarantee extended suitably and we agree to extend the guarantee accordingly at the request of the vendor and at our discretion, provided such request is served on the bank on or before .

Failure on part of the vendor in this respect for extension of the validity period of this guarantee shall be treated as a breach committed by the vendor and accordingly the amount

under this guarantee shall at once become payable on the date of receipt of such extension request made by you for payment during the validity of this guarantee or extended validity period, as the case may be.

You will have fullest liberty without affecting this guarantee to postpone for any time or from time to time any of your rights or powers against the vendor and either to enforce or forebear to enforce any or all of the terms and conditions of the said contract. We shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the vendor or any other forbearance act or omission on your part or any indulgence by you to the vendor or by any variation or modification of the said contract or any other act, matter or thing whatsoever which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder.

In order to give full effect to the guarantee herein contained you shall be entitled to act as if we are your principal debtors in respect of all your claims against the vendor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights if any which are in any way inconsistent with the above or any other provision of this guarantee.

The words the vendor, the beneficiary of this guarantees i.e. yourself, and ourselves i.e.

(Name of the Guarantor Bank), unless repugnant to the context or otherwise shall include their assigns, successors, agents, legal representatives. This guarantee shall not be effected by any change in the constitution of any of these parties and will ensure for and be available to and enforceable by any absorbing or amalgamating or reconstituted company or concern, in the event of your undergoing any such absorption, amalgamation or reconstitution.

This guarantee shall not be revocable during its currency except with your prior consent in writing. This guarantee is non-assignable and non-transferrable.

Notwithstanding anything contained herein above:

- i. Our Liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only) *
- ii. This Bank Guarantee shall be valid up to _____ (Date of Expiry of the Guarantee) **
- iii. Further a claim period of ____ months from the expiry date of the Bank Guarantee is available to make a demand under this Bank Guarantee. We are liable to pay the guarantee 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 the guarantee PLUS the claim period if any)***

*Amount of BG

**Expiry date of BG

***Claim Period

This guarantee deed must be returned to us upon expiration of the period of guarantee.

Signature _____

Name _____

(In Block letters)

Designation _____

(Staff Code No.) _____

Official address:

(Bank's Common Seal)

Attorney as per power of Attorney No.

Date:

WITNESS:

1. (Signature with Name, Designation & Address)
2. (Signature with Name, Designation & Address)