REQUEST FOR PROPOSAL

FOR

EMPANELMENT FOR ON-GROUND EVENT PROGRAMMES WITH RATE CARD

Issue Date:	**13-December-2021**
Bid Submission	**21-December-2021 (EOD)**

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1.0 Introduction and Scope

Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited ("Company") is carrying on life insurance business in India. As part of supporting its operations and processes, the Company is looking to empanel partners to support On-ground Event Programmes across multiple locations with agreed rate card for which this RFP is being issued.

1.1 Purpose

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals to Empanel for On-ground Event programmes as detailed in **Annexure I** as per requirements of the Company. Based upon the review and evaluation of proposals offered in response to this RFP, Company may at its sole discretion negotiate and enter into contracts with one or more successful Bidders. As such there will be no volume commitment for the services to be delivered under this RFP by the shortlisted bidder.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Company reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

1.2 Request for Quotation Definitions

Throughout this Request for Quote, the following definitions are used:

- "Bidder" means a company incorporated under the Companies Act 1956,or a partnership firm (or such other entities or body of individuals/association) that submits, or intends to submit, a proposal in response to this "Request for Quote";

- "Service Provider" means the Bidder(s) awarded a Contract resulting from this RFP;

- "Contract" means the agreement formed between the Company and the successful bidder as evidenced by an Agreement issued to the Company;

- "Contract Documents" means the Agreement, the Bidders proposal document, the RFP and such other documents as listed in the Agreement, including all amendments or addenda agreed between the parties;

- "Must", "mandatory" or "required" means an absolute minimum function or capacity, which, if not satisfied in the proposal, may result in disqualification in the final evaluation;

- "RFP" means this request for quote including any amendments, attachments, and/or clarifications pertaining to this RFP that may be issued prior to the closing date; and,

- "Should", "may" or "is desirable" means desirable but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot. However the final decision shall rest with the company.

2.0 Terms of the RFP

2.1 Acknowledgement

Company is releasing this RFP to Empanel Partners On-ground Event Programme with Rate Card online on its website (www.canarahsbclife.com) with the sole aim of making the process free, fair & transparent and user friendly.

Response should be sent **through e-mail** to **anil.raina@canarahsbclife.in with copy marked to amit.kaul@canarahsbclife.in, ajay.kapoor@canarahsbclife,in, kamal.luthra@canarahsbclife.in, pragyata.ranjan@canarahsbclife.in, puita.christabelpaul@canarahsbclife.in and procurement@canarahsbclife,in.** Complete proposal should reach us not later than **21-December-2021 (end of day)**. Any proposal submitted after the due date & time will not be considered

Please note that the Technical and Commercial bid has to be shared as a separate folder. **Technical Bid** consists of (Annexure-I, Annexure-II & Annexure-IV) and **Commercial Bids** (Annexure-III) respectively. The Company is not responsible for non-receipt of proposals by the specified date and time due to any reason including holidays, delayed e-mail delivery, non delivery of e-mail due to server etc.

Kindly note Commercial bid Annexure-III should be submitted in duly password protected file. Bidder is expected to share the password only post a formal communication/e-mail is received from the Company for sharing the same. Bidder may note that password should **not be** shared as part of the bid submission process.

Bidders are requested to share the proposal in .PPT, .XLS, .PDF, .DOC, .ZIP formats only. Any other formats such as .RAR, .7Z or any non conventional format will not be accepted. Also proposal sent through google drive / any other such mode will not be acceptable. Company will reject the proposals, if submitted in such formats/modes/drives from further evaluation. Bidder to ensure that file size should not **more than 5-10 MB**. Bidder may send the proposal through multiple e-mails however in that scenario bidder to clearly mention mail 1/x, 2/x, 3/x and so on in the subject line

All questions / clarifications should be communicated only on email id **pragyata.ranjan@canarahsbclife.in** marking a copy to **amit.kaul@canarahsbclife.in, ajay.kapoor@canarahsbclife.in, kamal.luthra@canarahsbclife.in, punita.christabelpaul@canarahsbclife.in, anil.raina@canarahsbclife.in, Procurement@canarahsbclife.in.** Bids received after the stipulated time or the Due date (not withstanding any reasons whatsoever) or incomplete in any respect are liable to be rejected without any prior notice.

Last date for receipt of any query is **16-December-2021**

Kindly note below the complete details of our organization

Name	-	Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd.
Corporate Identity no.	-	U66010DL2007PLC248825
Telephone no.	-	+91 0124 4535500
E-mail	-	customerservice@canarahsbclife.in
Website address	-	www.canarahsbclife.com

2.2 Proposal Deadlines

Bid Submission: Company must receive duly completed and signed proposals in the manner prescribed no later than **21-December-2021 (end of day)**

2.3 Company's Obligations

The submission and receipt of proposals does not obligate the Company in any way to commit to any Bidder(s). The Company shall not be liable for any costs incurred by Bidders in the preparation, presentation or any other aspect of the proposals received by reason of this request, nor is Company obligated to negotiate separately with any sources whatsoever in any manner necessary to serve Bidder's best interests. Company makes no representation, implied or express, that it will accept and approve any proposal submitted. Any and all Contracts which result from this RFP shall be non-exclusive, non-commitment, as-ordered agreements. Company shall not have any liability to bidders for any interruption or delay in access to the website to obtain the RFP document/details irrespective of the cause. Company will also not be responsible for any damages, including damages that result from, but are not limited to negligence. Also Company will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

2.4 Proposal Evaluation

Proposals submitted may be reviewed and evaluated by any person at the discretion of Company's internal evaluation team, including non-allied and independent consultants retained by Company now or in the future for the sole purpose of obtaining evaluations to proposals.

Bidders may be asked to further explain or clarify areas of their proposal in writing during the

Bidders are expected to submit their best bid in response to the RFP. The bids quoted shall be according to the scope of work (Refer Annexure I) in this document.

The only information regarding status of the evaluation of proposals that the team will give to any inquiring Bidder shall be whether or not that Bidder has been awarded a Contract. Company may, at its sole discretion, inform any inquiring Bidder of the reason(s) why it was not awarded the bid.

Company reserves the right to conduct a reverse e-auction after the completion of the RFP process, the schedule of which will be intimated later to all the pre-qualified bidders.

2.5 RFP Terms and Conditions Applied to Final Contract

The terms and conditions of the RFP, including the specifications and the completed proposal, will become, at Company's sole discretion, part of the final Contract (the "Contract") between Company and the selected Bidder. In the event that responses to the terms and conditions will materially impair a Bidder's ability to respond to the RFP, Bidder should notify Company in writing of the impairment. If Bidder fails to object to any condition incorporated herein, it shall mean that Bidder agrees with, and will comply with the conditions set forth herein.

Any exceptions to the terms and conditions or any additions, which Bidder may wish to include in the RFP, should be made in writing and included in the form of an attachment to the applicable Section in the RFP.

2.6 Terms Binding on Bidder

Following the date for submission of proposals, and prior to Contract award, the RFP shall be binding upon Bidder in all respects for a period of 180 days.

2.7 Hold Harmless

In submitting a proposal, Bidder understands that Company will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection.

Company reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFP. In addition, Company reserves the right to add or waive any requirements contained in this RFP at its sole discretion with regard to proposals submitted. Company's decision on award of Contract shall be final and binding on all the Bidders.

Company shall be at liberty to cancel the RFP / reverse auction process at any time, before ordering, without assigning any reason.

2.8 Confidentiality Provision

The terms of this RFP, the information provided by the Company herein and all other information provided by Bidder in connection with the services offered to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of Company and upon the written agreement of the intended recipient to treat the same as confidential. Company may request at any time that any of Company's material be returned or destroyed.

Should Bidder choose not to respond to this RFP, please return all materials and any duplicates thereof at:

Title: RFP for "Empanelment of On-ground Event programmes with Rate Card"

Kind Attn: Anil Raina
Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd.
139P, Sector - 44, Gurugram
Haryana (INDIA) 122003

2.9 Sub-Contracting

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting, franchisee, contract to hire, consultant etc. arrangement done by the Bidder. The deputed person should be only on bidder rolls.

2.10 Acceptance of Proposals

Company reserves the right to modify the terms of the RFP at any time at its sole discretion and the same will be uploaded on the website http://www.canarahsbclife.com. The bidders have to remain updated about the same from the website and Company will not be responsible for such information not being downloaded by the bidder. 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 not to disclose the nature of any proposal received.

This RFP should not be construed as an agreement to purchase products or services. Company is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria.

a) The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.

b) All quotes to be supported by Copy of Pan Card, Certificate of incorporation, GST registration

c) Company reserves the right to terminate the Agreement/ Contract in case Service Provider gets blacklisted by any other organization/Department of Government of India or State Governments during the course of supply of material or services, if Service Provider is convicted in a legal/tax evasion case or on account of any other legal misconduct of the Service Provider, unsatisfactory past performance, corrupt or fraudulent practices, any other unethical business practices.

d) The bidder shall disclose if any of the bidder(s) are sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are applying for this RFP/RFP process. Further the Service Provider shall disclose if any of its sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are related to the Company and/or to its employees/directors/shareholders.

e) Please submit the flowing document along with proposal.

Annexure –IV – Service Provider Profile form. Duly filled Service Provider profile form along with the document mentioned above in point no. b. The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.

2.11 Evaluation and Selection

A committee will evaluate proposals against the requirement as detailed herein. Proposals meeting all the requirements will then be assessed. Company's decision on evaluation shall be final and binding on all the bidders. Any deviations from the skill set / experience / prerequisites/ requirements and/or the terms and conditions of the Tender Document shall be submitted explicitly along with convincing reasons in the format attached (refer Clause 5.1). Company will not provide any justification in case it rejects the deviation and Company reserves all rights to reject or accept any deviation.

In case the Bidder intends to notify any grievance or concerns pertaining to the fairness of the complete process including but not limiting to bid submission or selection of Service Provider then the Bidder may send an e-mail at whistleblower@canarahsbclife giving requisite details for seeking any clarification.

2.12 Liability for Errors

While Company has used considerable efforts to ensure an accurate representation of all the details as is required for the proposed services, the information contained in this RFP is supplied only as a guideline for Bidders. The information is not guaranteed or warranted accurate by Company, nor is it necessarily comprehensive or exhaustive.. In the event Company finds that the objectives of the intended outsourcing is better achieved by processes/procedures other than those mentioned in this document, Company 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.

2.13 Acceptance of Terms

All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.

2.14 Ownership of Proposals

All documentation, including proposals, submitted to Company will become the property of Company.

2.15 Use of Request for Proposal

This document or any portion thereof, is the property of Company and may not be used or copied for any purpose other than the submission of the Bidder's proposal.

2.16 RFP Schedule

- Company floats RFP - **13-December-2021**
- Technical Clarification - **16-December-2021**
- Bid Submission - **21-December-2021 (end of day)**

2.17 Delay in performance of the obligations by the Bidder

The short listed Bidder(s) must strictly adhere to the schedule, specified in the agreement to be executed between the Company and the Bidder(s) for performance of the obligations arising out of the agreement and any delay will enable Company to resort to any or both of the following:

i. Time and date stipulated for completion of work is the essence of the contract.

ii. If any part of the contract is not satisfactorily remedied within reasonable time, Company may proceed to do the work at Bidder's risk and expenses without prejudice to any other contractual rights, which Company may have against Bidder in respect of any such non performance.

iii. Poor quality and non completion of agreed numbers can attract penalty

3.0 Proposal Preparation

This section defines the proposal preparation and submission procedures, which are to be followed by all Bidders. Bidders are cautioned to carefully read and follow the procedures required by this RFP. Please note that deviations may be cause for rejection of your proposal.

3.1 Proposal Format

As part of the Bid documents, the Bidder shall provide other details, and shall also adhere to the instructions mentioned below:

a) Bid submission will be electronic mode Technical and commercial proposal should be attached separately. Commercial proposal to be provided in duly password protected file.

b) One page letter of introduction identifying the Bidder and signed by the person or persons authorised to sign and bind the Bidder to statements made in the proposal. The returned RFP will be referenced as an attachment if/when a contractual agreement is executed. This document has to be uploaded and mapped with this corresponding schedule.

c) Please follow the format of this RFP, placing answers in the text box immediately after sections requiring responses. Please do not enter any information into any part of this document other than the boxes provided. The boxes can be expanded to accommodate responses of any length.

d) Price to be submitted separately in duly password protected file.

e) No changes to the lines, format or structure of this document is permitted. Changing the documents in any way, other than inserting the required information, shall be considered cause for your Company's disqualification from further analysis and participation in the RFQ Process.

f) Any additional information, brochures, etc., can be provided at the discretion of the Bidder and should be clearly labelled and uploaded.

g) Bidders to submit the draft agreement copy along with the RFQ response.

3.2 Notification of Changes

All recipients of this RFQ will be notified of any changes if any made to this document prior to the due date of submission of proposals.

3.3 Changes to Proposed Wording

The Bidder will not be permitted to change the wording of its proposal after submission to Company. No words or comments will be added to the general conditions or detailed specifications unless requested by Company for the purposes of clarification.

3.4 Bidder's Expenses

Bidders are solely responsible for their own expenses in preparing and submitting a proposal to Company, if any.

3.5 Completeness of Proposal

By submission of a proposal, the Bidder warrants that all components required to manage the program have been identified in the proposal or will be provided by the Company at no charge.

3.6 Currency and Taxes

Prices quoted are to be:

- In Indian rupees;
- Exclusive of all taxes.

4.0 Pricing Model

The Bidder is expected to provide the commercials for the desired requirement in the format mentioned in **Annexure-III. Kindly note Commercial Bid (Price) has to be submitted in duly password protected file.** Password has to be shared only when Company asks for the same through a formal communication.

Price to be submitted which will remain valid for a period of one year

5.0 Scope

The company is in the process of identifying suitable Service providers for Empanelment who can provide services as detailed in **Annexue-I** attached**.**

5.1 Criteria

The purpose of this section is for Bidders to provide information and demonstrate to the Company that its services offering satisfy Company's requirements as per details mentioned in **Annexure-II**.

The bidder should also demonstrate that it has the financial and organizational infrastructure to

fulfil the fundamental requirements set out in this RFP. Bidders not meeting them or not demonstrating that they do meet them may not receive further consideration during the evaluation process.

Wherever applicable photocopies of relevant documents / certificates must be submitted as proof in support of the claims made for each of the above mentioned criteria. The Company reserves the right to verify / evaluate the claims made by the bidding organizations independently.

5.2 Deviation Sheet

Deviations from Technical Specifications and Terms and Conditions of the Tender

Sl No	RFP Document Clause	Technical Specification or Terms and Condition in the RFP document	Deviation offered	Reasons and whether deviation adds to the operational efficiency in case of the systems
1				
2				
3				

Note:
Deviations from any of the terms and conditions of the tender document should be specified

If any deviations from the technical specifications are warranted, reasons for such variations should be specified and if such deviations/ variations add to improvement of the overall performance of the systems, those should be specifically mentioned and supported by relevant technical documentation as specified above.

5.2 Contract

Contract will be for a period of 1 year. Kindly note Contract / Agreement to be signed with the selected bidder(s) shall be as per the format of the Company.

ANNEXURE-I – SCOPE OF SERVICES

Canara HSBC OBC Life Insurance wishes to appoint an agency for organizing on-ground marketing events to engage with its customers/prospects. The agency would be responsible for generating ideas and hosting different event formats to facilitate better engagement with customers throughout the year.

The agency should be able to give on-ground support for events at the following 37 locations:

S.No.	Location	Region
1	GANGTOK	East
2	KOLKATA	East
3	PATNA	East
4	SILLIGURI	East
5	BHUBANESHWAR	North 1
6	DEHRADUN	North 1
7	DELHI	North 1
8	LUCKNOW	North 1
9	PRAYAGRAJ	North 1
10	RANCHI	North 1
11	RAIPUR	North 1
12	AMRITSAR	North 2
13	BHATINDA	North 2
14	CHANDIGARH	North 2
15	JAMMU	North 2
16	PATHANKOT	North 2
17	DHARAMSHALA	North 2
18	DIBRUGARH	Northeast
19	GUWAHATI	Northeast
20	IMPHAL	Northeast
21	SILCHAR	Northeast
22	TEZPUR	Northeast
23	BANGALORE	South
24	BELGAUM	South
25	CHENNAI	South
26	HYDERABAD	South
27	VIZAG	South
28	BHOPAL	West 1
29	GWALIOR	West 1
30	JABALPUR	West 1
31	JAIPUR	West 1
32	JHANSI	West 1
33	JODHPUR	West 1
34	AHMEDABAD	West 2
35	AHMEDNAGAR	West 2
36	NASHIK	West 2
37	PUNE	West 2

Services to be provided by the agency include:

- Developing a platform for hosting the event

- On-boarding celebrities/speakers/influencers based on program requirements
- Creating content for the event pre-promotion(emails, sms, whatsapp creatives, social media posts etc.)and execution (Launch/ explanatory Video, banners, backdrops, event branding etc)
- Generating interest for the event to increase participation
- Creating a landing page for event registration
- Strategizing a plan for follow-up interaction with customers
- Setting measurable goals for each event
- Doing post event assessment (how effective the event was, how many customers registered, how many customers attended the event)

ANNEXURE-II – TECHNICAL EVALUATION

Details against the following points need to be provided by vendors for technical evaluation.

	On ground Agency			
	Aspect	**Parameters**	**Bidder Response**	**Details to be provided**
15%	**Company Overview**	No. of years of operate in India		Years (10)
		Last 3 years average revenue		Financials (20 cr)
		No. of life insurance or BFSI clients in last three financial years		Absolute value in number (5)
		No. of offices in India		Absolute value in number (2)
		Agency affiliate network (PAN India)		If Yes, provide details (yes/no)
		Office in Delhi/NCR with presence of senior management		If Yes, provide details (yes/no)
		No. of total employees in office located in Delhi/NCR (from which CHOICe account will be served)		Absolute value in number
		Industry recognition received in last 3 years		Provide details (yes/no)
		Any other value added services offered		Provide details
10%	**Relative experience**	Similar events in the past		Deck on clients handled to be provided
		Earlier handled client's case studies		require Case Studies
		Please exemplify w.r.t. the client brief and related solutions provided		deck on the deconstructed brief needs to be provided
10%	**Operational suppose**	QA Process followed (including any specific approach used)		Provide the process document
		TAT w.r.t. Proposing the right match of speaker from the date of brief		document with media management to be provided
		TAT to on-board and deliver on the services asked for		process document to be shared
		TAT for sharing the video and Photo of session		process document to be shared
		TAT for closure of merchandise and other ancillary requirements		process document to be shared
		TAT for sharing the event data collected		process document to be shared
		TAT for sharing the final report		process document to be shared
40%	**Strategy**	Any innovations proposed as part of the ask		Strategy to be shared

		Agency prior experience in the defence and armed forces segments		Relevant experience to be shared
		Speakers profiles shared familiar with the TG		Speaker profiles in the segment to be shared
		Ability to seek feedback post session		Case Study/Strategy
		Ability to conduct engagement in the session through exercises and gratification		Case Study/Strategy
		Ability to do pre-registration and collate data and share		Case Study/Strategy
		Ability to deliver in the 37 markets		Details to be provided
		Affiliate network in the market sought		Details to be provided
		Is the agency using third party agency		Share the details of the same used in the past for other clients with credentials

B. Second Level basis the presentations made over zoom

25%	**F2F presentation for the proposed approach**	Proposed Structure of conducting sessions from identification to delivery		Detailed approach
		Team on the Account with profiles		Profiles
		Case studies		Deck required
		Relevance to Brand position at the present		deck required with agency's understanding

ANNEXURE-III - PRICE FORMAT (RATE CARD)

(to be submitted on Letter head duly signed and stamped)

Bidder to submit the prices in the below format (duly signed on letter head). Prices should be submitted in duly password protected mode. Password to be shared only post same is asked for through a formal communication

Bidder Name	
Contact Person	
Contact No.	
E-mail ID.	

Prices may be shared in the below format

Elements for Rate Card application for all 37 locations

Elements	Size	Specs	Rate per unit (INR)	Remarks
Fabrication				
Standee	6X3	Roll up		
	5X2.5	Roll up		
Backdrop / Standee	6X3	mountedon MS		
	7X4	mounted on wood		
Canopy for event				
Stall Setup	10X10			
Banners	5X3			
Equipment				
Sound System	for 50			
Sound System	for 100			
Sound System	for 200			
AV screen				
Projector				
Teleprompter				
Man Power				
Ushers	per unit			
Promoters	per unit			
Supervisor	per unit			
Sanitisation Kit				
Dispenser with Sanitisation				
Masks (pack of 50)				
Gloves				
Other Requirements				
Photographer				
Planters for beautification				
Flower Bouquets				
Videographer				

AV edit (minor)				
AV edit (major with music)				
T-shirts				
Logistics				
Seats with cover (min 20)	per unit			
Table with cover	per unit			
Shamiana				
Refreshment (4 items)	per pac			
Refreshment (6 items)	per pac			
Transport (within 25 km)				
Transport (within 100km)				
Transport (above 100km)				
Speaker/Influencer				
Health & mental Wellbeing				
less than 2 years experience				
Less than 4 years experience				
less than 8 years exprerience				
more than 8 years experience				
Virtual telecast				
Virtual Conferences (with two-way communication between speakers and attendees)	upto 500 attendees			
	upto 1000 attendees			
Workshops (one on one interaction with the attendees, solve queries via live Q&A, share content via screen)	upto 500 attendees			
	upto 1000 attendees			
Webinars (web based)	upto 500 attendees			
	upto 1000 attendees			
Zoom Session	upto 500 attendees			
	upto 1000 attendees			

Taxes : shall be paid extra at actual
Cost : the proposed rate card price has to be inclusive of all elements. No additional cost will be paid.
Other costs: TBL, celebrity/influencer requirement will be decided at the time of event and accordingly cost invited.
Payment: Bidder to share the best payment terms as part of the proposal. In general, 100% payment are released post completion of event

ANNEXURE-IV - SERVICE PROVIDER REGISTRATION FORM

Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited
139 P, Sector-44, Gurugram - 122003, Haryana, India

aapke vaade, sar aankhon par

Vendor Registration Form

Company Details

Entity Name			
Registered Address			
	State	Haryana	PIN Code
	Phone #		Fax #
Correspondence Address			
	State	Andhra Pradesh	PIN Code

	Country Code	STD Code	Nos.		
Tele No. (O):				Contact Person	
Fax No.(O):				E – Mail:	
Mobile No. (O):				Web Site:	

Country of Company Incorporation / Headquarters

Company Business Operation (List of Countries)

Name & Designation of Principal Officers/Persons to be contacted

No.	Name of the Person	Designation	Contact No.	E - Mail	Location
1					
2					

Nature of Business (Please Tick the Appropriate)

☐ Manufacturing ☐ Sole Selling Agent ☐ Dealer ☐ Trader

☐ Hotel ☐ Service Provider **Business Description**

Nature of Company (Please Tick the Appropriate)

☐ Proprietary ☐ Partnership ☐ Private Ltd ☐ Public Ltd. / Govt

☐ Small Scale Industry ☐ Micro, Small and Medium Enterprises (MSME). MSME Registration No

PAN No | Entity Name as per PAN

GSTIN * | State | PIN

HSN Code

Addres as per GST Registration

Email ID for Correspondance on GST

**** Incase of multiple GSTIN please provide details in Annexure-I of this document***

Bank Details

Bank Name			
Address			
State		PIN Code	
Bank Account No		Swift /IFSC Code	

DECLARATION

The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Place :
Date :

Signature of Authorised Representative
of the Firm under proper seal

Supporting Documents to be submitted along with this Form :

1) PAN Card
2) Certificate of Incorporation
3) Address Proof(Same as mentioned on Vendor form)
4) Copy Of GST Registration No
5) Cancelled Cheque

ANNEXURE-IV.1 (DECLARATIONS)

RELATED PARTY DECLARATION FORM (BY VENDOR)

Vendor Name 0

Registered Address 0

0

State 0 PIN 0

Details of Proposed contract to be entered into:

Does the Vendor (including its directors/employees/shareholders/sisters concerns/group companies) have any relationship or engagement (directly or indirectly) with the Company or any of its employees/directors?

○ Yes ◉ No

Please describe the relationship/engagement with the Company or any of its employees/directors

If the relationship/engagement is with a particular employee, Name of the Employee
Employee ID
Department
Designation
Nature of interest, if any in the proposed transaction

We hereby confirm that the involvement of any of the above mentioned persons with the Company or with any of its employees/directors will not in any manner unduly benefit us or the employee(s) of the Company and further confirm that no benefit/advantage have been exchanged between the Vendor and the employees/directors of the Company in respect of the proposed transaction.

We further confirm that the terms and conditions of the proposed contract will be at market rate and on an arms length basis.

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Place : Signature of Authorised Representative

Date : of the Firm under proper seal

ANTI BRIBERY&CORRUPTION DECLARATION

a) Parties represents to each other that they have not and agree that they shall not in connection with the transactions contemplated by this declaration make any payment or transfer anything of value, offer, promise or give a financial or other advantage or request, agree to receive or accept a financial or other advantage either directly or indirectly:

(i) to any government official or employee (including employees of a government corporation or public international organization) or to any political party or candidate for public office; or

(ii) to any other person or entity, if to do so would violate or cause Canara HSBC OBC Life to be in violation of the applicable legislations pertaining to bribery/ corruption.

b) It is the intention of Canara HSBC OBC Life and the Vendor/ third party service provider that in the course of their respective negotiations and performance of this declaration no payments or transfers of value offers, promises or giving of any financial or other advantage or requests, agreements to receive or acceptances of any financial or other advantage shall be made either directly or indirectly which have the purpose or effect of public or commercial bribery or acceptance of or acquiescence in bribery, extortion, kickbacks, greasing or other unlawful or improper means of obtaining or retaining business, commercial advantage or the improper performance of any function or activity.

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Place : Authorised Signatory

Date : Name

Designation

TO BE FILLED (SIGN & STAMP)IN CASE OF PROPRIETORSHIP

I, ... hereby declare that I am the sole proprietor of **0** .....

My PAN Card No 0 ..... Is applicable fc .....

Kindly issue cheque in favour of .....

Thanks

Signature and stamp

Name : .....

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Declaration

Following decuments submitted along with vendor Registration form. Please mention **Yes/No** in the defined box

1	PAN COPY	
2	GST Refistration copy, REG-06	
4	Cancelled Cheque	
5	Prooof of Address	
6	Incorporation Certification	
7	MSME Registration Certificate (In case registered under MSME act)	
8	E-mailed xls file as per guideline	

_____

Signature and stamp