



## EMPANELMENT DOCUMENT

### EMPANELMENT OF CONSULTANT FOR SALE OF BANK'S OWNED PROPERTIES

Deputy General Manager (Estate)  
Estate Department  
Corporate Office  
Nos.254 – 260, Avvai Shanmugam Salai, Royapettah,  
Chennai 600014

Contact  
[e-mail-hoestate@indianbank.co.in](mailto:e-mail-hoestate@indianbank.co.in)  
Phone- 044 2813 4616/4379/ 4401/4498





Under Jurisdiction of Chennai Courts Only

Indian Bank  
Corporate Office  
Estate Department  
No.254 – 260, Avvai Shanmugam Salai,  
Royapettah, Chennai 600014, Tamilnadu  
Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)  
Phone: 044 2813 4616/4379/ 4401/4498

## EMPANELMENT DOCUMENT

Date :12.10.2022

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## TECHNICAL DOCUMENT

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## 1. **BACKGROUND**

Indian Bank (the “**Bank**”) is a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 with its Corporate Office at Nos.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014. The Bank is desirous of selling part of certain immovable properties owned by the Bank in various locations across India, (details of which are provided herein below) (the “**Properties**”). The Properties will be sold on an “as is where is and whatever there is and non-recourse basis”.

To facilitate the Bank in selling the Properties, applications are invited for “EMPANELMENT of a Consultant” to undertake the Scope of Work outlined in paragraph 9 of this EMPANELMENT document. **Any further addenda/ corrigenda / extension of dates / clarifications/ responses to Bidders’ queries in respect of the above EMPANELMENT shall be posted only on the Bank’s website at [www.Indianbank.in](http://www.Indianbank.in) and no separate notification shall be issued in any newspapers.**

## 2. **DISCLAIMER**

The information contained in this EMPANELMENT document or information provided subsequently to the Bidders by the Bank on the terms and conditions set out in this EMPANELMENT document and all other terms and conditions, subject to which such information is provided, is being provided to the Tenderers for the purpose of inviting EMPANELMENT and does not constitute nor should be interpreted as an offer. This EMPANELMENT document is meant to provide information only and the Bidder /Consultants acknowledge that it shall be used only for the purpose of preparing and submitting the EMPANELMENT and for the purpose necessarily associated herewith and for no other purpose whatsoever. This EMPANELMENT document has not been filed, registered or approved in any jurisdiction. Each Bidder /Consultant should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this EMPANELMENT document and wherever felt necessary to obtain independent advice. The Bank makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EMPANELMENT document. The information contained in this EMPANELMENT document is selective and is subject to update, expansion, revision and amendment.

The Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this EMPANELMENT document and/or the Tendering process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidder /Consultants or can be accessed on the website of the Bank at [www.Indianbank.in](http://www.Indianbank.in). Any information contained



in this EMPANELMENT document will be superseded by any later written information on the same subject made available/accessible to the Bidder /Consultants by the Bank. All information about the Bank and the Scope of Work furnished by the Bidder /Consultants to the Bank in the context of the Scope of Work shall be deemed to be "**Confidential Information**" for purposes of this EMPANELMENT document. Information provided in this EMPANELMENT document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, the Bank does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder /Consultants upon the statements contained in this EMPANELMENT document.

The Bank reserves the right to reject any or all EMPANELMENT received in response to this EMPANELMENT document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder /Consultant might suffer due to such reason. The decision of the Bank shall be final, conclusive and binding on all the Bidder /Consultants/parties directly or indirectly connected with the Tendering process.

While this EMPANELMENT document has been prepared in good faith, neither the Bank nor its employees, consultants, officers, and executives make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Nothing in this EMPANELMENT document shall be construed as legal, financial or tax advice. Any liability is accordingly expressly disclaimed by the Bank, its consultants, employees, officers, executives, affiliates, their respective officers, employees and agents even if any loss or damage is caused by any act or omission on the part of the Bank, its officers, employees, consultants, executives, affiliates, their respective officers, employees and agents, whether negligent or otherwise.

**3. TIME SCHEDULE OF THE EMPANELMENT PROCESS:**

S. No.	Particulars	Date and Time
1	Date of commencement of EMPANELMENT Process(i.e. Publication of NIT in Newspapers and Uploading of EMPANELMENT Document on the Bank's website)	Date- 12.10.2022 Time- 10:00 AM
2	Date and time for receipt of written queries for clarification from Bidder /Consultants (only through mail on <a href="mailto:hoestate@indianbank.co.in">hoestate@indianbank.co.in</a> )	Date- 27.10.2022



S. No.	Particulars	Date and Time
3	Pre – Bid Meeting through Web- ex (online) The link will be shared on Banks web site on 27.10.2022	Date- 28.10.2022 @ 1500 HRS
4	Date and time for issuing clarifications to queries by the Bank	Date- 02.11.2022
5	Last date and Time for submission of EMPANELMENT Documents and EMD (" <b>EMPANELMENT Due Date</b> ").	Date- 09.11.2022 Time- 03:00 PM
5.	Date and Time for opening of the Empanelment Documents.	Date – 09.11.2022 Time – 04:00 PM <b>Venue:</b> Indian Bank, Corporate Office, Nos.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014 (Tamilnadu)
6.	Date and Time for opening of Financial Bids.	The Financial Bids will be called from Empanelled bidders later after finalization of the Property.

#### 4. **DEFINITIONS**

Capitalized terms used in this EMPANELMENT document, will have the following meanings unless the context requires otherwise.

- 4.1 “**Bank**” means Indian Bank, a body corporate under the provisions of the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 having its Corporate Office at Nos.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014, Tamilnadu, India.
- 4.2 “**Contract**” means the contract to be signed between the Bank and the selected bidder(s) in accordance with a format to be approved / provided by the Bank and all the attached documents and the appendices, thereto.
- 4.3 “**Consultant**” means the successful Bidder(s) /Consultant(s) who will be awarded the contract as per the Scope of Work outlined in this EMPANELMENT document by the Bank, pursuant to issuance of the Lol.
- 4.4 “**Day**” means the Bank’s working day as defined under Negotiable Instrument Act, 1881.
- 4.5 “**Empanelment Letter** ” means the letter of intent to be issued by the Bank to the successful Bidder /Consultant in accordance with paragraph 18.1 of this EMPANELMENT document.
- 4.6 “**Parties**” means, collectively the Bank and the Bidder /Consultant/ selected Bidder /Consultant as the context may require and “Party”



means any of them individually.

- 4.7 **“Personnel / Professional”** means employees, officers, partners, directors, executives, staff and personnel of the Bidder /Consultant.
- 4.8 **“Saleable Part of Property”** means the part of a Property finalised for sale by the Bank based on exact measurement taken at site by the Consultant.
- 4.9 **“Scope of Work”** means the scope of work to be undertaken by the successful Bidder /Consultant, as outlined in paragraph 9 of this EMPANELMENT document.
- 4.10 **“EMPANELMENT”** means the Technical Bid, and other documents submitted in response to this Tender document submitted by the Bidder /Consultant.
- 4.11 **“EMPANELMENT document”** means this “invitation of EMPANELMENT” prepared by the Bank for the EMPANELMENT of a Consultant including any subsequent clarification, amendment, modifications issued by the Bank hereto.
- 4.12 **“Bidder /Consultant”** means any individual, entity, body corporate or a firm who is submitting its EMPANELMENT in response to this EMPANELMENT notice for providing services to the Bank.

## 5. **OVERVIEW**

The Bank proposes to sell the Saleable Parts of the following properties owned by the Bank, details of which are set out in the table below, by way of public auction (E-auction only). The Properties and Valuation mentioned are tentative. Bank has the right to add or remove the properties as per the Bank's requirements.

Sl. No.	Particulars (Tentative)	Land area (in Sq. feet)		Floor Area (in Sq. feet)		Valuation of area to be sold Rs. in Cr.
		Total area	To be sold area	Total	To be sold area	
1	Plot No. CBD/5, Action area-II, New Town , Rajarhat, Kolkata	130669	130669			69.00
2.	Shreeram Complex, Ho, Chi- Minh Sarani Behala, Kolkata-700 008. (31 Flats)	31 Flats				<b>11.60</b>
3.	Satyam Residential Complex, 240 & 240/1, S N Roy Road Kolkata	20 Flats				<b>9.20</b>



Sl. No.	Particulars (Tentative)	Land area (in Sq. feet)		Floor Area (in Sq. feet)		Valuation of area to be sold Rs. in Cr.
		Total area	To be sold area	Total	To be sold area	
4.	Indian Bank Officers Quarters, Selimpore, Kolkata –	40 Flats (In Two Wing)				<b>34.00</b>
5.	Nandy Street, Premises No. 2/1, Nandi Street, Kolkata -19	4 Flats				<b>5.10</b>
6.	World Trade Centre, Upper Ground floor, Babar Rd., New Delhi <b>(Sub – Sub-Lease )</b>	----	---	20000	20000	<b>61.00</b>

## 6. **OBJECTIVE**

- 6.1 **The Bank is desirous to engage Consultants (separately for each property Annexure B) for undertaking the Scope of Work, in accordance with and in the manner set out in this EMPANELMENT document and the Contract.**
- 6.2 **Accordingly, interested parties are requested to go through the eligibility criteria, Scope of Work, terms and conditions, etc. as enumerated herein below and submit their EMPANELMENT application as per programme detailed in this document.**
- 6.3 Financial bid will be called later from the empanelled Consultant (based on criteria 7.3) after getting Bank's internal approval from the Bank's Competent Authority for sale of property and its Tentative Reserve price.

## 7. **ELIGIBILITY CRITERIA**

EMPANELMENT forms may be submitted by an individual, proprietorship firm, partnership firm, limited liability partnership, company, CPSUs, Govt. Organization which satisfies the eligibility criteria stipulated in this paragraph 7 of this EMPANELMENT document.

- 7.1 The Bidder /Consultant must be a citizen of India and competent to contract under Indian Contract Act, 1872 and if a partnership firm, limited liability partnership, company or entity, it should be duly constituted / registered/ incorporated, in accordance with the applicable laws of India.
- 7.2 The Bidder /Consultant should not have been declared insolvent, bankrupt or unable to pay his debts, by any court of law and shall have no insolvency or similar proceedings pending before any court of law or tribunal.
- 7.3 The Bidder /Consultant should not be a defaulter to any bank / financial institution or any non-banking financial company.
- 7.4 The Bidder /Consultant should not have been penalized for any criminal offence by any court and shall have no criminal action or proceedings pending before any court.
- 7.5 Average Annual financial turnover during the last 3 years, ending



31.03.2022, should be at least 30% of the valuation of area to be sold of the property (Refer point-5 Overview of this document).

7.6 The Bidder /Consultant in its name, as a prime consultant, must have experience of having successfully executed / completed assignments, similar to Scope of Work mentioned in this document, during last 7 years, ending 31.03.2022, either of the following-

7.6.1 Three (3) works costing not less than the amount equal to 40% of the valuation of area to be sold at the property (Refer point-5 Overview of this document).

7.6.2 Two (2) works costing not less than the amount equal to 50% of the valuation of area to be sold at the property (Refer point-5 Overview of this document).

7.6.3 One (1) work costing not less than the amount equal to 80% of the valuation of area to be sold at the property (Refer point-5 Overview of this document).

**Note-**

(a) Similar item means the work including verification of measurements of land / floor area, determination of Fair Market Valuation of the property, preparation of Tender documents for inviting Tenders for sale of property, scrutiny of technical & financial bids and submit suggestions on the same to Owners, etc.

(b) For substantiating work experience, Bidder /Consultants are required to furnish:

(i) Copy of work orders and completion certificates from a client of the Bidder /Consultant; and

(ii) Start date and end date of each work.

7.7 Preference would be given to Bidder /Consultants who have executed similar works to the Scope of Work in relation to immovable properties owned by Nationalized Banks and Financial Institutions /Public Sector Undertakings / Centre and / or State Government organisations.

7.8 The Bidder /Consultant should have valid and currently subsisting permissions, licenses, authorisations required under applicable law to undertake its business and as may be required for purposes of the Scope of Work.

7.9 The Bidder /Consultant should possess a Permanent Account Number ("PAN"), Tax Deduction Account Number ("TAN") and GST number issued by the relevant tax department of the Government of India.

7.10 The Bidder /Consultant must have a minimum positive net worth of Rs.75,00,000 (Rupees Seventy Five Lakh) as on 31.03.2022.

**8. PROCEDURE TO BE ADOPTED FOR SUBMISSION OF EMPANELMENT:**

8.1 General Instructions

(a) Bidder /Consultants must review this EMPANELMENT document as a whole and ensure that their EMPANELMENT are as per the terms hereof. The Bank retains the right to modify the terms of this EMPANELMENT document and / or any of the sections / attachments / formats at any time prior to the EMPANELMENT Due Date.





(b) Bidder /Consultants are expected to examine this EMPANELMENT document, including all instructions, forms, specifications, conditions and other documents and requirements hereof. Failure to furnish any or all of the information required by this EMPANELMENT document or submission of a EMPANELMENT not responsive to this EMPANELMENT document in every respect may result in rejection of the EMPANELMENT. Bidder /Consultants shall be deemed to have understood and taken into account all the terms and conditions prescribed in this EMPANELMENT document.

8.2 Bidder /Consultants must apply to the Bank in the prescribed proformas as provided in this EMPANELMENT document.

8.3 The EMPANELMENT should contain the following:

(a) The Technical DOCUMENT with all required information / document for maximum amount / period.

(b) EMD of Rs. 5,000/- Payable by means of Demand Draft favouring Indian Bank in Chennai

8.4 **The Technical Bid:** Bidder /Consultants must submit the Technical DOCUMENT in the format set out in **Annexure A** of this EMPANELMENT document, duly filled up, in an envelope super scribing "**Technical DOCUMENT For EMPANELMENT of Consultant**" on the top of the envelope. The format of the Technical DOCUMENT shall be typed out and printed on the Bidder /Consultants' letter head and signed by an authorised signatory tendering with authorisation from the Bidder /Consultant. The content of the Technical DOCUMENT submitted by a Bidder /Consultant must be same as the format set out herein and should not contain any other information. If there is any change in the contents of the Technical DOCUMENT submitted by the Bidder /Consultant as compared to the format set out herein, then the EMPANELMENT shall be rejected. Self-attested copies of the following documents are to be submitted along with the Technical Bid:

8.4.1 In case, the Bidder /Consultant is firm, limited liability partnership or a body corporate, details of constitution of firm, limited liability partnership or body corporate;

8.4.2 KYC Documents like Aadhaar, PAN, driving license, passport, etc. If the Bidder /Consultant is firm, limited liability partnership or body corporate, the person who has been authorized to submit and sign the EMPANELMENT has to submit his / her KYC Documents;

8.4.3 In case of body corporate, a resolution duly signed by the authorized persons of that body corporate authorizing therein a person to submit and sign the EMPANELMENT;

8.4.4 An affidavit confirming therein that Bidder /Consultant has not been declared insolvent or no insolvency proceedings are going on in



any court of law nor he has been a defaulter to any bank, financial institution or any non-banking financial company or have been punished for any criminal act by any court;

- 8.4.5 Latest income tax return;
- 8.4.6 Information on eligibility criteria as set out in paragraph 7.0 above, including necessary documents;
- 8.4.7 EMD by way of a demand draft for Rs. 5,000/- (Rupees Five Thousand Only) non refundable favouring Indian Bank and payable at Chennai, for each bidder.
- 8.4.8 Audited balance sheet for last 3 (three) financial years ending 31/3/2022 and solvency certificate from its bankers for Rs 5.00 Crores to be submitted at the time of Bidding.

- 8.5 These sealed envelopes containing technical bids should duly sealed and super-scribing "**EMPANELMENT of Consultant**".
- 8.6 one EMPANELMENT application is sufficient for all properties based on the qualifying criteria as mention in 7.3 . A Bidder /Consultant who submits or participates in submitting more than one EMPANELMENT shall be liable for rejection of all EMPANELMENT in which such Bidder /Consultant has participated.
- 8.7 The EMPANELMENT as well as all related correspondence exchanged by the Bidder /Consultant with the Bank shall be written in English language. The EMPANELMENT form, complete in all respect, along with the requisite documents and EMD (in the form of Demand Draft ) should reach the following addressee through any mode of delivery before the EMPANELMENT Due Date:-

**Deputy General Manager (Estate),  
Indian Bank, Corporate Office,  
Nos.254 – 260, Avvai Shanmugam Salai,  
Royapettah, Chennai 600014, Tamilnadu**

- 8.8 The Bank may at its sole discretion, extend the EMPANELMENT Due Date by amending the EMPANELMENT Due Date, in which case all rights and obligations of the Bank and the Bidder /Consultants will be subject to the EMPANELMENT Due Date as extended.
- 8.9 The Bank is not responsible for non-receipt of EMPANELMENT within the EMPANELMENT Due Date due to any reason including postal delays or holidays.
- 8.10 EMPANELMENT whose Technical DOCUMENT is not accompanied with EMD, will be rejected.
- 8.11 All pages of this EMPANELMENT document should be sealed and signed by the Bidder /Consultant (in case of an individual) or the authorized signatory of the Bidder /Consultant, in other cases.

## 9. **SCOPE OF WORK:**

The scope of work to be undertaken by the Consultant upon the contract being awarded to such Consultant by the Bank is as follows.

- 9.1 Study of title deeds and all other documents evidencing title and devolution thereof in relation to all the Properties, particularly from the



- perspective of the Bank's rights for sale of the Properties.
- 9.2 Measurement of the Bank's land and covered area of the Properties at site (Please confirm/check whether the measurement area found in the title deed and the actual area available and measured are the same) and making recommendations to the Bank on the Saleable Part of such Properties.
  - 9.3 Preparation of schemes for sale after finalisation of the Saleable Part of the Properties by the Bank, and submission thereof to the Bank for approval along with estimated sale proceeds based on valuations undertaken by reputed valuers and local market studies.
  - 9.4 Preparation and finalization of EMPANELMENT documents for sale of each Property as per the approved scheme, complete in all respect including notice inviting Tender, in accordance with provisions of the guidelines and procedures stipulated by the Central Vigilance Commission, Government of India/ Bank
  - 9.5 Providing assistance to the Bank in floating the tender, after approval of tender documents by the Bank.
  - 9.6 Participation in opening of Technical Bids at the Bank's Corporate Office.
  - 9.7 Evaluation of Technical Bids and submitting recommendation to the Bank including clarifications required by the bank, regarding technical evaluation of the Tender received.
  - 9.8 Participation in opening of Financial Bids at the Bank's Corporate Office after acceptance of the Technical DOCUMENT evaluation by the Bank's competent authority.
  - 9.9 Evaluation of Financial Bids and submitting recommendation to the Bank including clarifications required by the Bank, regarding financial evaluation.
  - 9.10 Providing assistance to the Bank in preparation, negotiation, finalization and execution of sale documents including registration of deed, mutation and other necessary administrative support.
  - 9.11 Any other necessary support or services as may be required in assignments similar to the Scope of Work, as required by the Bank from time to time in course of performance by the Consultant of the Scope of Work.

## **10. CONFLICT OF INTEREST**

- 10.1 The selected Bidder /Consultant shall provide professional, objective and impartial advice, and at all times hold the Bank's interest as paramount, strictly avoid conflict with other assignment/ job(s) or their own corporate interests, and act without any expectation / consideration for award of any future assignment(s) from the Bank.
- 10.2 Without limitation on the generality of the foregoing, the selected Bidder /Consultant, and any of their affiliates and member firms, shall be considered to have a conflict of interest (and shall not be engaged under any of the circumstances) asset forth below:
  - 10.2.1 **Conflicting assignment/job:** The Bidder /Consultant (including its personnel) or any of its affiliates and member firms shall not be hired for any assignment / job / task that, by its nature, may be in conflict with another assignment / job /task of consultancy to



be executed for the same and/or for another employer.

10.2.2 **Conflicting relationships:** The Bidder /Consultant (including its personnel) having a business or family relationship with a member of the Bank's staff who is directly or indirectly involved in any part of (i) the preparation of the terms of reference of the Scope of Work, (ii) the selection process for the Scope of Work, or (iii) supervision of the Contract, may not be awarded a contract, unless the conflict stemming from such a relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

## 11. **EARNEST MONEY DEPOSIT (EMD) AND PERFORMANCE GUARANTEE- (AT THE TIME OF SUBMISSION OF FINANCIAL BIDS AS AND WHEN THE TENDER IS CALLED FROM BANKS EMPANELLED VENDORS).**

- 11.1 The Bidder /Consultant shall submit an earnest money deposit ("EMD") of Rs.10,00,000 (Rupees Ten lakh only) by way of demand draft favouring Indian Bank, payable at Chennai (**Separate EMD for each property**). The EMD may be forfeited at the sole discretion of the Bank in the event of withdrawal from the EMPANELMENT during the period of processing of the tender or in case the selected Bidder /Consultant fails to sign the Contract or to submit a performance bank guarantee.
- 11.2 The EMD should be submitted in a separate envelope along with Technical document which contains the details of the property. Non submission of EMD shall be treated as non-responsive and is liable to be rejected.
- 11.3 The EMD of the unsuccessful Bidder /Consultants will be returned as early as possible, after completion of process of selection of the Consultant.
- 11.4 The selected Consultant shall submit **performance bank guarantee** of amount calculated 10% of the contract sum for each property (i.e. total fee payable to the selected consultant for each property) or Rs.10.00 Lakh whichever is higher, having a validity period of 6 (six) months., within 7(seven) days from the date of signing of the Contract and rest amount may be deducted from interim bills, if needed.
- 11.5 Upon submission of such performance bank guarantee, the EMD submitted by the selected Bidder /Consultant will be refunded.
- 11.6 No interest is payable on the amount of EMD.
- 11.7 EMD of other unsuccessful bidders will be returned within 15 days of acceptance of the successful bidders.

## 12. **CLARIFICATION AND AMENDMENT OF EMPANELMENT DOCUMENT**

- 12.1 **Bidder /Consultants may request for clarification in respect of the EMPANELMENT document till 05:00 PM, 27.10.2022. Request for clarification must be sent over e-mail to [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in). The Bank will respond by e-mail and issue written clarifications on its website at [www.Indianbank.in](http://www.Indianbank.in). All such written clarifications issued by the Bank shall be deemed to form a part of this EMPANELMENT document and shall be**



binding on the Bidder /Consultants. Any verbal clarifications given by the Bank or its consultants or employees shall not in any manner be binding on the Bank. No extension of time for submission of EMPANELMENT shall be granted on account of Bidder /Consultants' request for clarification or information. Any extension of time to be granted to any Bidder /Consultant for submission of its EMPANELMENT shall be at the discretion of the Bank. It is clarified that no verbal or postal queries shall be entertained.

- 12.2 At any time prior to the Tender Due Date, the Bank may modify or amend the Tender document by amendment notice. Any clarification issued by the Bank will be in the form of an addendum/ corrigendum and will be available on the Bank's website at [www.Indianbank.in](http://www.Indianbank.in). All such amendments will be binding on all Bidder /Consultants. The Bank, at its discretion may extend the EMPANELMENT Due Date in order to allow prospective Bidder /Consultants a reasonable time to take the amendment into account.

**Interested parties are advised to frequently visit the Bank's website for updating themselves about changes, if any, made in the EMPANELMENT document before the EMPANELMENT submission. Any further Addenda / Corrigenda / Extension of Dates / Clarifications / Responses to bidder /Consultants' queries in respect of the EMPANELMENT shall only be posted on Bank's website [www.Indianbank.in](http://www.Indianbank.in) and no separate notification shall be issued in the newspapers.**

### 13. SELECTION PROCESS

- 13.1 EMPANELMENT must contain all the information and particulars as set out in paragraph 8.4 above and the EMD of Rs. 5,000/- in the Name of Indian Bank, Payable at Chennai.
- 13.2 The Bidder /Consultants fulfilling eligibility criteria shall be invited for presentation before the Committee of the Bank's executives, to explain their strategy adopted in the previous projects, at the Bank's Corporate Office by sending e-mails to them / placing notice on the Bank's website.
- 13.3 Selection criteria for the presentation shall be (i) understanding of the Bank's requirement; (ii) presentation of past experience of Bidder /Consultant; (iii) discussion about sale of the Properties for which the Scope of Work is to be undertaken. Based on these parameters, the Committee will award the marks to each Bidder /Consultant at the presentation process and will decide the names of Bidder /Consultants for Empanelment.
- 13.4 The successful bidder /Consultant of presentation process shall be informed by sending e-mails to them / placing notice on the Bank's website.
- 13.5 Selection criteria for the Financial DOCUMENT shall be that the Bidder /Consultant must quote the **lowest fee as a percentage of the sale proceeds of the Saleable Part of each Property**, being the professional charges and other ancillary charges for the Scope of Work to be undertaken. **Till the actual sale value of saleable part of land / floor area is determined, the valuation of the area to be sold (refer point-5 Overview) for each Property shall be considered as sale proceeds for this**



**purpose.**

13.6 In case of tie between two or more EMPANELMENT, Bank will go for the **inter-se Tendering** amongst the Bidder /Consultants involved in tie.

**14. VALIDITY PERIOD OF THE EMPANELMENT:**

The EMPANELMENT shall remain valid for a period of 02 Years from the EMPANELMENT Due Date. In exceptional circumstances, prior to expiry of the original validity period, the Bank may extend the period of validity for One year. In such an event, the period of withholding the Performance Guarantee shall be extended proportionately.

**15. CHANGE IN CONSTITUTION OF THE BIDDER /CONSULTANT**

15.1 Prior written approval of the Bank shall be obtained by the Bidder /Consultant (if the Bidder /Consultant is not an individual) prior to change in its constitution subsequent to the submission of the Tender. Any violation of this provision shall be deemed to be a breach of this Tender document and shall lead to rejection of the Tender submitted by such Bidder /Consultant. No changes to the constitution of any Bidder /Consultant shall be permitted after the Tender Due Date.

15.2 Canvassing by any Bidder /Consultant in connection with the EMPANELMENT or the tendering process is strictly prohibited. In the event any Bidder /Consultant resorts to canvassing in any form or manner, the Tender submitted by such Bidder /Consultant shall be liable for rejection.

**16. TIME OF COMPLETION OF THE WORK:**

16.1 The Bank intends to complete the process of sale of part of land / floor area available with the Properties by March 31, 2024.

16.2 The activities as mentioned in the Scope of Work are to be observed / executed separately for each Property considered for sale.

16.3 The bidder /Consultant considered for presentation before Committee of Bank executives, shall place a Property wise and date wise sequence of events in a manner so as to facilitate the Bank in achieving the target of completion of sale of the part of land / floor area available with the Properties within the timeline mentioned in paragraph 16.1 above.

16.4 The sequence of events and timelines placed by the Bidder /Consultant and accepted by the Bank, as mentioned in paragraph 16.3 above, shall be of essence to the Contract.

**17. PAYMENT TERMS:**

17.1 The fee quoted by the successful Bidder /Consultant shall be the fee payable by the Bank to the Consultant for performance of the Scope of Work (such fee hereinafter referred to as the "**Agreed Fee**").

17.2 Payment of total Agreed Fee will be made by the Bank in following manner:





Sl. No.	Stage of Work completed	% of total agreed fee to be released
(a)	Study of title Deeds for the Property, actual measurement of land / floor area at site. Submission of suggestions to the Bank for finalisation of saleable part of land / floor area along with required clarifications / amendments sufficient for finalisation of saleable part of land / floor area by the Bank and approval of the same by Bank.	3% (five percent) of the total Agreed Fee.
(b)	Preparation of schemes for sale after finalisation of part of land / floor area to be sold by the Bank, submitting the scheme to the bank for approval along with estimated sale proceeds based on Valuations done by well experienced valuers and local market studies and approval of scheme & reserve price (estimated sell proceeds) by the Bank.	7%
(c)	On Submission of tender document, inviting the Tenders from prospective purchasers and receipt of tenders, completion of evaluation and acceptance of the Technical Bids by the Bank and calling selected bidder /Consultants for opening of financial bids.	15%
(d)	On completion of evaluation of Financial Bids, acceptance of the same by the Bank and receipt of sell proceeds by the bank in full.	60%
(e)	Execution and registration of sale documents, mutation, etc.	95%
(f)	Defect Liability Period: 5% of the fees will be retained till Defect Liability Period. Defect Liability Period will be 1 year from the sale conclusion of respective property allotted/engaged.	

**Note-**

1. If the Consultant performs partial services for any reasons, including the abandonment, deferment, substitution or omission of the Scope of Work, and if the services of the Consultant are terminated, a proportionate amount of the total Agreed Fee will be paid by the Bank for the part of the Scope of Work undertaken by the Consultant as outlined in the table above. For the partially completed stage, payment will be made on quantum-merit basis and the decision of the Bank in respect of the proportionate fee shall be final and conclusive.
2. The total Agreed Fee shall be calculated and paid separately for each Property in the manner as mentioned above.

**18. CONTRACT:**

18.1 Prior to expiry of the EMPANELMENT validity period, the Bank will notify the successful Bidder /Consultant that its EMPANELMENT has been accepted by way of issuance of the Award letter / EMPANELMENT Letter to the successful Bidder /Consultant through registered post / speed post (a scanned copy of the EMPANELMENT Letter will be simultaneously sent to the successful Bidder /Consultant by way of email). The notification of award will constitute the formation of the Contract. The successful Bidder /Consultant is required to sign and return a duplicate copy of the award letter / EMPANELMENT Letter within a period of 2 (two) days from the date of issuance of the same.



- 18.2 The EMPANELMENT will be the basis of the Contract to be signed between the Bank and the selected Consultant. The Contract shall be finalized on the basis of draft contract given in this document and shall be executed within 7 (seven) days of issuance of the award letter / **Empanelment Letter** by the Bank.
- 18.3 Until the Contract is executed, this EMPANELMENT document together with the Bank's written acceptance of the Consultant's EMPANELMENT shall constitute a binding contract with the successful Bidder /Consultant.
- 18.4 The original copy of the Contract shall remain with the Bank at all times and an attested counterpart shall be provided to the Consultant.
- 18.5 All EMPANELMENT, including any and all supporting documents submitted therewith, pursuant to this EMPANELMENT document, once submitted, shall become the property of the Bank and the Bidder /Consultant shall be deemed to have licensed and authorised the Bank, its officers, employees, advisors, consultants and agents to copy, adapt, disclose, or to use, as the Bank may deem fit, all information and material contained in the EMPANELMENT for the purposes of the EMPANELMENT process, including, without limitation, for evaluation of the EMPANELMENT.
- 18.6 The successful Bidder /Consultant shall sign an integrity pact with the Bank as per requirement of the Central Vigilance Commission, in a form satisfactory to the Bank.
- 18.7 **DRAFT AGREEMENT FOR CONSULTANT SERVICES**  
**To be executed after selection of Consultant based on after opening of Financial Bid)**

This AGREEMENT (hereinafter called the "Agreement") is made this... day of the ..... month of the year Two Thousand ..... between the INDIAN BANK constituted under the Banking Companies (Acquisition of Transfer of Undertakings) Act 1970 and having its Corporate Office at Nos.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014, India, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assignees, hereinafter referred to as the "Bank" of the First part and ..... incorporated as a company under the Companies Act' 1956 and having its registered office at ....., which expression shall include its successors, administrators, executors and assignees, hereinafter referred to as the "Consultant", of the Second Part.

#### **WHEREAS**

- (a) the Bank is desirous of EMPANELMENT of a Consultant for providing it consultancy services in sale process of its property at ....., hereinafter called the "Property", and invited EMPANELMENT for the purpose by uploading a EMPANELMENT Document on its website on xx.xx.2022 and publishing Advertisement in Newspapers on xx.xx.2022.
- (b) the Consultant submitted its EMPANELMENT application dated ..... based on the EMPANELMENT Document and represented to the "Bank" having the required professional skills, personnel and technical resources and has offered to provide Consultancy Services for sale of Bank's "Property".





- (c) the "Bank" has accepted the offer of the Consultant to provide the Consultancy Services for Sale of the "Property" on the terms and conditions set forth in the EMPANELMENT dated ..... and conveyed to the Consultant of Bank's decision to engage the services of the Consultant for sale of the Bank's "Property" vide award letter / **Empanelment Letter** .....(No. & date of letter).....

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

1. The following documents attached hereto shall form an integral part of this Contract:

- (a) The EMPANELMENT dated ..... submitted by the Consultant including EMPANELMENT Document, Amendment in EMPANELMENT terms, if any, Technical DOCUMENT and Financial Bid.
- (b) The "Bank" award letter **Empanelment Letter** ....., as referred to above.
- (c) The "Consultant" letter dated ..... containing time schedule for different stages to be obeyed in the matter.

2. The mutual rights and obligations of the parties to the agreement shall be as set forth in this Agreement and to be read along with terms and conditions enumerated in the documents mentioned at Sl. No. 1, above.

3. The "Consultant" shall carry out and complete the Consultancy Services in accordance with the provisions of this Agreement and the "Bank" shall make payments to the Consultant in accordance with the provisions of this Agreement.

4. The conditions stipulated in the EMPANELMENT Document & the amendments in terms of Original EMPANELMENT Documents, if any shall be strictly adhered to and any breach / violation thereof will entail termination of the contract without prejudice to the other rights of the "Bank" including recovery of damages/penalties as specified in the Agreement / EMPANELMENT.

5. The "Consultant" is under obligation to provide services as per the orders received from the "Bank".

6. The Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder.

7. All legal proceedings / arbitration proceedings shall be subject to the jurisdiction of courts of Chennai /held in Chennai

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

Signed by -----  
For and on behalf of the Bank



1. \_\_\_\_\_

2. \_\_\_\_\_

Signed by.....

For and on behalf of ..... / Consultant

Name, address & designation of the Authorized Representative of the Consultant

Pursuant to The power of attorney, relevant minutes, resolution in favour of the person(s), who will be executing the Agreement on behalf of the Consultant (attached).

In presence of (Witnesses)

(i).....

(ii) .....

#### **19. LIQUIDATED DAMAGES:**

- 19.1 Should the Scope of Work not be completed to the Bank's satisfaction within the stipulated time period, the Consultant shall be bound to pay to the Bank a sum of 1% of the contract sum (i.e. total fee payable to the selected consultant for each property), for per week of delay by way of liquidated damages and not as penalty during which the Scope of Work remains incomplete after the expiry of the scheduled completion date unless the Bank is fully satisfied that the delay is not attributable to the Consultant or arose from an event or circumstance beyond the control of the Consultant.
- 19.2 The maximum quantum of Liquidated damages would be 10% of contract sum i.e. total fee payable to the selected consultant for each property).
- 19.3 The Parties agree and acknowledge that the liquidated damages payable by the Consultant under this paragraph 19 is an agreed and genuine pre-estimate of loss or damage which the Bank is likely to suffer on account of delays in completion of the Scope of Work by the Consultant, and not by way of penalty. The rights of the Bank under this paragraph 19 are without prejudice to the other rights of the Bank under law, contract and otherwise, including its right of termination under paragraph 24 of this EMPANELMENT document.

#### **20. OTHER TERMS AND CONDITIONS**

- 20.1 The Bidder /Consultants shall be responsible for all costs associated with the preparation of their EMPANELMENT application and their participation in the tendering process including subsequent negotiations, visits to the Bank, etc.



The Bank will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

- 20.2 The selected Consultant will remain associated with the Bank till the completion of the Scope of Work to the satisfaction of the Bank, in accordance with this EMPANELMENT document and the Contract.
- 20.3 The Consultant shall be responsible for and obliged to all its obligations related to the Scope of Work in accordance with the Contract using best practices and industry standards, state of the art methods and economic principles and exercising all means available to the Consultant to achieve the performance of the Scope of Work specified in the Contract.
- 20.4 EMPANELMENT not conforming to the requirements of the EMPANELMENT document shall not be considered by the Bank. However, the Bank reserves the right, at any time to seek more information/ clarification on EMPANELMENT or to waive any of the requirements of the EMPANELMENT document, if in the sole discretion of the Bank; the best interests of Bank would be served by such actions.
- 20.5 The Bank shall have the right to cancel the EMPANELMENT process at any time prior to award of the Contract, without thereby incurring any liabilities to the affected Bidder /Consultants.
- 20.6 The Bank reserves the right to verify the validity / correctness of EMPANELMENT information and to reject any EMPANELMENT where the contents appear / found to be incorrect, inaccurate or inappropriate at any time during the process of Tendering or even after award of Contract.
- 20.7 The Bank may elect to take an undertaking from employees/ associates of the Bidder /Consultant to maintain confidentiality of the Bank's information / documents, etc. In this regard, the Bank may seek details/ confirmation on background verification of the Bidder /Consultants' Personnel. The Consultant shall promptly furnish all such information and documents sought by the Bank.
- 20.8 If Chief Technical Examiner of the Central Vigilance Commission, Government of India, examines the work performed by the Consultant pursuant to the Scope of Work and points out any defects or irregularities therein, the Consultant shall take necessary steps to get those rectified promptly at no additional cost to the Bank, shall also assist the Bank in providing responses/ representations to the observations made by the Chief Technical Examiner.
- 20.9 EMPANELMENT shall be deemed to be under consideration immediately after the Tender Due Date and until such time the Bank makes official intimation of award/rejection to the Bidder /Consultants. While the EMPANELMENT are under consideration, Bidder /Consultants and/or their representatives or other interested parties are advised to refrain, save and except as required/permitted under this EMPANELMENT document, from contacting by any means, the Bank and/or its officers, employees, representatives, consultants, advisers on matters related to the EMPANELMENT under consideration.
- 20.10 The Bank reserves the right to abandon, defer stop execution of any activity included in Scope of work related to any property any time even after execution of contract, giving due written notice to the Consultant.



**21. CONSULTANT'S OBLIGATION AND USE OF BANK'S DOCUMENTS, DATA AND INFORMATION:**

- 21.1 The Consultant shall be responsible for managing and supervising the activities of its Personnel and shall ensure that the Personnel undertakes the tasks relating to the Scope of Work in accordance with the stipulated timelines and the terms of the Contract. the Consultant shall at all times be responsible for all acts and omissions of its Personnel, and shall indemnify and hold harmless the Bank, its officers, employees and executives from and against any and all losses, damages, costs and expenses, suits and proceedings and penalties arising from or in connection with any act or omission, negligence or misconduct of its Personnel.
- 21.2 The Consultant shall not, without the Bank's prior written consent, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Consultant for purposes of the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 21.3 Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Consultant's performance under the Contract if so required by the Bank.

**22. CANCELLATION OF EMPANELMENT PROCESS**

The Bank reserves its right to accept or reject any or all EMPANELMENT or cancel tender process without assigning any reason for doing so. Any decision of the Bank in this regard shall be final, conclusive and binding upon the Bidder /Consultants. The Bank reserves the right to accept or reject any EMPANELMENT in part or in full, and to cancel the EMPANELMENT process and reject all EMPANELMENT at any time prior to contract award, without thereby incurring any liability to the affected Bidder /Consultant(s) or any obligation to inform the affected Bidder /Consultant(s) of the grounds for the Bank's action. During the evaluation process at any stage, if it is found that a Bidder /Consultant does not meet the eligibility criteria or has submitted false / incorrect information, the EMPANELMENT will be rejected summarily by the Bank.

Any effort by a Bidder /Consultant to influence the Bank in the EMPANELMENT evaluation, or Contract award decision, may result in the rejection of the EMPANELMENT.

**23. INDEMNITY:**

The Consultant shall always keep the Bank indemnified and hold the Bank, its employees, personnel, officers, directors, representatives harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorneys' fees) relating to, resulting directly from or in any way



arising out of any claim, suit or proceeding brought against the Bank as a result of:

- (a) breach of any of the term of this EMPANELMENT document or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Bidder /Consultant under this EMPANELMENT document and/or a EMPANELMENT;
- (b) and/ or breach of confidentiality obligations of the Bidder /Consultant contained in this EMPANELMENT document;
- (c) and/ or wilful negligence or gross misconduct solely attributable to the Bidder /Consultant or its Personnel;
- (d) Non-compliance by the Bidder /Consultant and/or its Personnel with applicable laws;
- (e) Loss of data due to any of the reasons mentioned above;

The Bidder /Consultant's indemnity obligations under this paragraph 23 shall survive expiry or termination of the Contract.

## **24. TERMINATION OF CONTRACT:**

- 24.1 The provisions of this EMPANELMENT document shall be strictly adhered to and complied with by the Bidder /Consultant and any breach or violation hereof shall amount to termination of the Contract without prejudice to the other rights of the Bank under law and otherwise, including the right to receive liquidated damages in accordance with this EMPANELMENT document.
- 24.2 The Contract may be terminated by the Bank by giving 1 (one) month prior written notice to the Consultant or by the Consultant, by giving 3 (three) month's prior written notice to the Bank, along with reason for termination. Notwithstanding the foregoing, the Bank shall have the right to terminate the Contract at any time during its currency, with immediate effect, without stating any reason whatsoever.
- 24.3 The Bank may, without prejudice to any other remedy for breach of contract, terminate the Contract in whole or in part, by giving 1 (one) month's prior written notice to the Consultant upon occurrence of any of the following events:
  - 24.3.1 If the Consultant fails to perform any part of the Scope of Work within the time period stipulated for such work in this EMPANELMENT document or the Contract;
  - 24.3.2 If the Consultant fails to perform any other obligation(s) of the Consultant under this EMPANELMENT document or the Contract;
  - 24.3.3 If the Consultant suspends, or threatens to suspend payment of its debts or is, or is deemed unable to pay its debts as they fall due;
  - 24.3.4 If an order is made or a resolution is passed for the winding up of the Consultant. Or an order is made for the appointment of an administrator to manage the affairs, business or property of the Consultant, or such an administrator is appointed, or a receiver is appointed of any of the Consultant's assets or undertaking, or circumstances arise which entitle a court or a creditor to appoint a receiver or manager or which entitle a court to make a winding-up order, or the other Party takes or suffers any similar or



analogous action in consequence of debt, or an arrangement or composition is made by the Consultant with its creditors or an application to a court or tribunal for protection from its creditors is made by the Consultant; or

24.3.5 If the Consultant in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

24.4 In the event of termination of the Contract, the Bank may obtain services from third parties for completion of the outstanding Scope of Work upon such terms and in such manner as it may deem appropriate, and the Consultant shall reimburse the Bank all costs and expenses incurred by the Bank in this regard. Further, if required by the Bank the Consultant shall continue to perform the Scope of Work.

## **25. DISPUTE RESOLUTION**

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

25.1 The disputing Party shall send to the other Party a notice requesting an amicable settlement of the dispute within (7) seven days of receipt of the notice. The matter will be referred for negotiation between the authorized official of the Bank and official of the Consultant authorised for the matter, who shall make best efforts to discuss and amicably resolve the dispute and agree upon a course of action, within a period of 15 (fifteen) days from the date of initiation of discussion. The course of action so agreed between the authorised officials of the Parties shall be documented.

25.2 In case any dispute between the Parties is not resolved in the manner and within the timelines specified in paragraph 25.1 above, the Parties shall submit such dispute for final settlement by way of arbitration, within a period of 20 (twenty) days from the expiry of the 15 (fifteen) days period specified in paragraph 25.1 above. The sole arbitrator shall be appointed by the Bank. The decision of the arbitrator shall be final and binding on the Parties.

25.3 The arbitration proceedings shall be held in Chennai and conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

25.4 The Consultant shall not be entitled to suspend the Scope of Work, pending resolution of any dispute between the Parties and shall continue to perform the Scope of Work in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

## **26. GOVERNING LAW AND JURISDICTION**

This EMPANELMENT document shall be governed by the laws of India. Subject to paragraph 25 above, Any dispute or difference arising out of this EMPANELMENT document, the EMPANELMENT and the subsequent Contract awarded based on this EMPANELMENT document shall be subject to the exclusive jurisdiction of the courts in Chennai.



**Annexure - A**

**Empanelment - Technical Bid**

Self-Attested  
Photograph of  
the Authorized  
Signatory

The Deputy General Manager (Estate)  
Indian Bank, Corporate Office  
Nos.254-260, Avvai Shanmugam Salai,  
Royapettah Chennai – 600014 (Tamilnadu)

**Sub: EMPANELMENT of Consultant for sale of Bank owned properties at various locations.**

Dear Sir,

With reference to your EMPANELMENT Document dated xx.xx.2022, I/we, having examined all relevant documents and understood their contents, hereby submit our Technical DOCUMENT for selection as Consultant for sale of Bank owned properties in different places / locations. The EMPANELMENT is unconditional and unqualified.

1. We agree to undertake the project, if allotted by the Bank, as per the Scope of Work as outlined in the EMPANELMENT document.
2. We agree and undertake to abide by all the terms and conditions of the EMPANELMENT document. We submit this EMPANELMENT under and in accordance with the terms of the EMPANELMENT document.
3. The undersigned is duly authorized and competent to sign the documents on behalf of the Bidder /Consultant.
4. We agree to keep this offer valid for 90 (Ninety) days from the last date of submitting the proposal as specified in the EMPANELMENT.
5. I/We certify that there has been no conviction by a court of law or indictment/ adverse order in any jurisdiction by any regulatory authority or body for any offence or wrong doing against us or any associate / affiliate / or the CEO/ Directors / Managers / Partners/ Employees of our concern or that of our associate / affiliate. It is further certified that there is no investigation pending or threatened against us or our associate / affiliate or the CEO/ Directors / Managers / Partners / Employees of our concern or that of our associate / affiliate / in any jurisdiction. I/We certify that working for the Bank in relation to the proposed assignment does not and will not conflict with the other assignments that I/we have or may have now or in future. I/We further certify that we will not share Confidential Information with other assignment teams working for other clients or any other staff member who may be conflicted.

Yours faithfully,

Signature, Name & Designation of authorised  
signatory / seal of the firm / company)

Place-  
Date-





### Technical / Experience Details

1.	Name of the Bidder /Consultant with constitution i.e., individual / Proprietor / Partnership firm/ Limited liability partnership/ Company/ CPSUs, Govt. Organization	
2.	Date of Establishment / Incorporation. (Documents related to Establishment / Incorporation to be enclosed)	
3.	Complete Address of Bidder /Consultant	
4.	Name and Contact Number, E-mail address of the Authorised Person for discussions	
5.	Copy of License / Permission issued by relevant governmental authorities for Carrying out business as involved in Scope of Work of the EMPANELMENT document.	
6.	Details of Persons / Associates proposed to be deployed on the banks job i.e. Name, Designation, qualification, experience etc.	
7.	Name, address and Account details of the Bidder /Consultant	
8.	PAN of the Bidder /Consultant	
9.	GST registration number of the Bidder /Consultant	
10.	Presence in how many towns/cities in India (Name & Office Address)	
11.	Experience Details in Carrying out jobs as involved in the scope of work as well as required in Eligibility Criteria	
12.	Any other Information considered relevant by the Bidder /Consultant firm / Company	
13.	EMD details like Number, date and amount of DD, name of issuing Bank & branch	
14.	Name of Bank's properties under sale vide current process as per point-5 of the document for which financial bids are submitted.	

(Signature, Name and Designation of the Authorised signatory / seal of firm / company)

List of enclosures-

- 1.
- 2.
- 3.
- 4.





**List of the properties for Empanelment – Annexure B**

Sl. No.	Particulars	Please mention (Yes/No) for the property, Consultant is willing to apply for the Empanelment.
1	Plot No. CBD/5, Action area-II, New Town , Rajarhat, Kolkata	
2.	Shreeram Complex, Ho, Chi- Minh Sarani Behala, Kolkata-700 008. (31 Flats)	
3.	Satyam Residential Complex, 240 & 240/1, S N Roy Road Kolkata	
4.	Indian Bank Officers Quarters, Selimpore, Kolkata	
5.	Nandy Street, Premises No. 2/1, Nandi Street, Kolkata -19	
6.	World Trade Centre, Upper Ground floor, Babar Rd., New Delhi <b>(Sub – Sub-Lease )</b>	

