

**Notice for Empanelment of Consultant for the assistance in branch banking and business operation closure.**

Union Bank of India Antwerp, Belgium Branch invites applications along with quote from eligible and interested firms/companies for empanelment as Consultant for assistance in banking business and operation closure of Antwerp Branch.

1. Union Bank of India is planning to award the contract referred to above.
2. If you are interested in this contract, you must submit your offer on paper, in one original (containing original signatures were requested) and 2 copies, in one of the official languages of the European Union. The original version must be clearly labeled "Original" and the two copies "Copy 1 and "Copy 2". Your offer must include a cover letter signed by the person(s) empowered to represent the respondent and entitled to sign the contract if your offer is successful.

In case of discrepancies, the paper copy marked original shall supersede.

The offer must be placed inside two closed envelopes addressed as indicated below; the inner envelope must be marked as follows: "CALL FOR OFFER-NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

3. Offers must:
  - Be signed by a duly authorized representative of the respondent;
  - Be perfectly legible so that there can be no doubt as to words and figures;
  - Be clear and concise;
  - Be assembled in a coherent fashion (e.g. bound or stapled) with all pages numbered;
  - Include all documents as referred to under the summary included in Appendix.
4. All costs incurred during the preparation and submissions of offer are to be borne by the respondent and will not be reimbursed.
5. This invitation to offer is in no way binding on the Contracting Authority. The Contracting Authority contractual obligation commences only upon signature of the contract with the successful respondent.
6. You will be informed of the outcome of this procurement procedure through (award decision) mail only. It is your responsibility to provide a valid e-mail address together with by e-mail your contact details in your offer and to check this e-mail address regularly.

**Scope of assignment:**

1. The offer relates to a consulting assignment for the assistance of the Union Bank of India, Antwerp Branch in its process of closing the branch. Union Bank of India, Antwerp Branch is located in Belgium, Antwerp, Rijnstraat 2-4. Starting date of the assignment is 15/11/2018.
2. For the closure of the Union Bank of India, Antwerp Branch, we request support on the following topics:
  - Support on interaction with the regulator and on regulator matters
    - Formalities in providing back the banking license

- Support in relationship with regulator
    - Support with formal roadmap
  - Support from an accounting perspective (Belgian GAAP vs. Indian GAAP)
    - Accounting environment with a 'non-continuation' principle
    - Local prudential and tax accounts. group accounts
  - Support from a tax perspective
    - Tax formalities at the level of VAT
    - Tax formalities at the level of corporate tax
  - Support from a legal perspective
    - Legal formalities related to closing the branch (notary formalities)
    - Legal formalities related to ending of supplier contracts
3. Union Bank of India, Antwerp Branch maintains a mandatory set of personality skills that serves as a minimum for our external workforce. Please bear in mind these soft skills when submitting your candidates: Flexibility, Attention to detail, Proactivity Analytical mindset, Strong communicator and Critical mindset.

We require following specific profiles for the assistance in the closure of the branch:

- Regulatory topics: Specialist in communication with regulator
- Accounting topics: Specialist in the financial services industry with knowledge of accounting or companies in discontinuation
- Tax topics: Specialist in tax formalities (both VAT and corporate tax)
- Legal topics: Specialist in discontinuation of companies (companies code).

Empanelment will be done as per Bank's norms. Eligible interested firms/companies agreeable to the terms and conditions may send application at below mentioned address by 12.11.2018 1700 Hrs CET (Central European Standard Time) +1 Hr. GMT.

The hard copies of letter of acceptance of terms and conditions, undertaking letter, compliance to "Dos & Don'ts" and undertaking of fidelity and secrecy will be sent to selected respondent after approval from Bank.

Bank will not entertain any communication/correspondence from applying firm till final selection of the firm.

**Chief Executive**  
**Union Bank of India**  
**2-4, Rijnstraat, 2018**  
**Antwerp, Belgium**  
**Phone: +32 3494 1542**  
**e-mail: [ce.awp@unionbankofindia.com](mailto:ce.awp@unionbankofindia.com)**

## Appendix 1-Summary of call for tender

<b>Type</b>	Consulting
<b>Title</b>	Closure of Antwerp Branch.
<b>Location</b>	Rijfstraat 2-4, 2018 Antwerp, Belgium
<b>Contact person</b>	Arbind Kumar Choudhary-Chief Executive of Antwerp Branch
<b>Description</b>	<ul style="list-style-type: none"> <li>• Support on interaction with the regulator and on regulator matters <ul style="list-style-type: none"> <li>○ Formalities in providing back the banking license</li> <li>○ Support in relationship with regulator</li> <li>○ Support with formal roadmap</li> </ul> </li> <li>• Support from an accounting perspective (Belgian GAAP vs. Indian GAAP) <ul style="list-style-type: none"> <li>○ Accounting environment with a ‘non-continuation’ principle</li> <li>○ Local prudential and tax accounts. group accounts</li> </ul> </li> <li>• Support from a tax perspective <ul style="list-style-type: none"> <li>○ Tax formalities at the level of VAT</li> <li>○ Tax formalities at the level of corporate tax</li> </ul> </li> <li>• Support from a legal perspective <ul style="list-style-type: none"> <li>○ Legal formalities related to closing the branch (notary formalities)</li> <li>○ Legal formalities related to ending of supplier contracts</li> </ul> </li> </ul>
<b>Required persons</b>	<p>Following people are required to provide the requested support:</p> <ul style="list-style-type: none"> <li>• Regulatory - Specialist in communication with regulator</li> <li>• Accounting - Specialist in the financial services industry with knowledge of accounting or companies in liquidation</li> <li>• Tax - Specialist in tax formalities (both VAT and corporate tax)</li> <li>• Legal - Specialist in liquidation of companies (companies code).</li> </ul>
<b>To be included in your proposal</b>	<ul style="list-style-type: none"> <li>• Your approach on the topic.</li> <li>• Proposed team and team structure, including Curricula Vitae.</li> <li>• Credentials.</li> <li>• Proposed fee (including ratecard).</li> <li>• Terms and Conditions.</li> <li>• Name of the contracting entity.</li> </ul>
<b>Starting Date</b>	<b>30/10/2018</b>
<b>Ultimate response date</b>	<b>12/11/2018</b>