



THE STATE TRADING CORPORATION OF INDIA LIMITED

(A GOVT. OF INDIA ENTERPRISE)

"STC Trade Centre", 6th Floor, No. 7/A, Nandini Layout, Bengaluru – 560096
Tel : 080-2319 8801, E-mail Id : bangalore@stclimited.co.in

CIN : L74899DL1956GOI002674

Tender Ref. No: STC/BNG/SALE/2020-21/01 DATED 12 .03.2021

**TENDER FOR SALE OF MORTGAGED PROPERTY - VACANT LAND PARCELS
TOTAL ADMEASURING 2.59 ACRES COMPRISING IN PLOT NO. 99, 77, 63, 45
AND 99/323 SITUATED AT MOLLARBAR VILLAGE, DANKUNI, HOOGLY
DISTRICT, NEAR TO DURGAPUR EXPRESSWAY(NH-02), WEST BENGAL.**

Closing of the Tender: 01.04.2021 at 1400 HRS IST

Opening of the Bids: 01.04.2021 at 1430 HRS IST

I. INVITATION FOR BIDS

THE STATE TRADING CORPORATION OF INDIA LTD. (STC), incorporated under the Companies Act, 1956 having its registered office at Jawahar Vyapar Bhawan, No.1-Tolstoy Marg, New Delhi – 110 001, and its Representative Office at "STC Trade Centre", 6th Floor, No. 7/A, Nandini Layout, Bangalore - 560096, is a Government of India Enterprise under the administrative control of Ministry of Commerce & Industry, Department of Commerce, New Delhi. STC is a premier International trading organization of India with experience of handling International and domestic business for over five decades and has also been handling import and export of various commodities.

STC received above mentioned Vacant Parcel of Land vide Indenture of Mortgage dated 15.04.2019 and STC is also lawfully authorised to process the Sale for realisation of its dues. Accordingly, STC invites bids from interested buyers for Sale of Vacant Land Parcels.

II. LOCATION & OTHER DETAILS

Vacant Land Parcels Total Admeasuring 2.59 acres comprising in Plot No. 99, 77, 63, 45 and 99/323 situated at Mollarbar Village, Dankuni, Hoogly District, near to Durgapur Expressway (NH-02), West Bengal (Annexure I).

III. VISIT / INSPECTION/DOCUMENT VERIFICATION DETAILS:

The interested bidders may visit/inspect the Vacant Land Parcels on their own and related documents may be checked through STC's Kolkata Office at "Geetanjali Apartment", 9th Floor, 8-B, Middleton Street, Kolkata-700071, INDIA during week days (Monday to Friday) between 1000 hrs. & 1600 Hrs IST. The details of the concerned official is mentioned below

Name, Designation & Mobile Number:

1) Mr. Rohit Kumar, Marketing Manager, +91 9007783050

2) Mr. Kailash Sigh Victor, Deputy Manger, Law - +91 8584855907

Email id : kolkata @stclimited.co.in

Telephone No: 033- 2973 0622

IV. COST OF TENDER DOCUMENTS:

Interested Bidders can download the tender documents from STC's website: www.stclimited.co.in & www.eprocure.gov.in/eprocure/app_ respectively for free of cost.

V. TENDER PROCESSING FEE:

All bidders participating in the tender will be required to make a non-refundable payment of Rs. 11,800/- (Rs. Eleven Thousand Eight Hundred only) towards tender processing fee (which is inclusive of 18% GST) through online payment to STC's following bank account:

BENEFICIARY NAME : THE STATE TRADING CORPORATION OF INDIA LTD.

ACCOUNT NUMBER : 200000550077

BANK NAME : INDUSIND BANK

BRANCH : BARAKHAMBA ROAD, NEW DELHI

IFSC CODE : INDB0000005

The details of Tender processing fees i.e RTGS/NEFT, UTR Number & date, Bank details must be provided in the Annexure IV.

VI. TERMS AND CONDITIONS:

- i. The Vacant Land Parcels are available for sale on "AS IS WHERE IS BASIS". The Vacant Land Parcels can be inspected visually at the site as per the details given regarding the visit/inspection under clause III.
- ii. The successful bidder, on intimation of the Award of the Sale of the Vacant Land Parcels, has to make their own arrangement for Property Registration and other formalities.
- iii. Price quoted for the Vacant Land Parcels should exclude the Registration fee, Stamp Duty, Legal Charges and other charges.
- iv. The Price Bid must be valid for a period of **180 days** from the date of opening the Tender.
- v. The Bidder need to transfer an amount of **Rs. 35,00,000/-** fixed for the above Vacant Land Parcels as EMD to STC's account through online payment mode only.

Item	EMD Amount (Rs.)
Vacant Land parcels (As described)	Rs.35,00000/- (Rupees Thirty Five Lacs only)

Bidders are required to transfer the EMD amount of Rs. 35,00,000/- to below mentioned STC's account.

BENEFICIARY NAME : THE STATE TRADING CORPORATION OF INDIA LTD.
ACCOUNT NUMBER : 200000550077
BANK NAME : INDUSIND BANK
BRANCH : BARAKHAMBHA ROAD, NEW DELHI
IFSC CODE : INDB0000005

- vi. The details of EMD i.e RTGS/NEFT, UTR Number & date, Bank details must be provided in the Annexure IV. EMD of the unsuccessful bidder(s) shall be returned within 30 days from the date of award of the tender to the successful bidder. No interest is payable for EMD deposited with STC.
- vii. The offer completed in all respects should be uploaded on www.eprocure.gov.in/eprocure/app.
- viii. The Highest Bidder (H1) will be determined by the highest Price quoted out of all the bids received.
- ix. EMD amount will be refunded to the successful bidder only after completion of the Registration formalities.
- x. Once the bid is submitted, it will be deemed that the bidder has fully satisfied himself/herself with the terms and conditions of the tender including, location, accessibility, mortgaged status of Vacant Land Parcels and will have to abide by the same.
- xi. The Vacant Land Parcels are available for sale collectively and they will be sold purely on "AS IS WHERE IS BASIS". It is to be distinctly understood that STC is not responsible for errors either in the description of the lands or in their estimated extent.
- xii. The successful bidder will be required to remit 100% sale value of Vacant Land Parcels along with applicable taxes, statutory levies like GST, local levies, cess, duty, etc., if any, through online payment directly to the below mentioned account of The State Trading Corporation of India Limited., within 15 days from the date of issuance of Letter of Award (LOA) through email.
BENEFICIARY NAME: THE STATE TRADING CORPORATION OF INDIA LTD.
ACCOUNT NUMBER : 200000550077
BANK NAME : INDUSIND BANK
BRANCH : BARAKHAMBHA ROAD, NEW DELHI
IFSC CODE : INDB0000005
- xiii. Time is essence of the contract, and in case of default by successful bidder in making the payment within the prescribed period, as mentioned above, the EMD deposited by him/her with STC, shall be forfeited without any notice/intimation.
- xiv. STC reserves the right to accept or reject the tender in full or in part at its Sole discretion without assigning any reason whatsoever. STC shall have the right to issue addendum to this tender to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated therein and the Addendum so issued shall form a part of the original Tender document floated by STC.

- xv. Bidders has to regularly monitor STC's website and CPP Portal for any Addendum/Corrigendum if any and no separate tender notification will be published in the newspapers.
- xvi. STC reserves the right to ask from the bidders, to furnish additional documents/details other than those specified in the tender, if deemed necessary.
- xvii. The Bidders shall undertake to abide by all the statutory regulations/conventions/ policies of Indian Government & State Government.
- xviii. Submission of multiple bids by a single bidder shall summarily be rejected.
- xix. The bidder should not have been black listed by any government agency at the time of submitting the bids. The bidder shall have to submit an affidavit to this effect confirming the same as mentioned in ANNEXURE-III.
- xx. Each page of tender document must be duly signed by the bidder, as a token of their accepting the terms and conditions of this tender. Unsigned bids shall not be accepted and shall summarily be rejected.
- xxi. Tender incomplete or deficient, delay in submission and Tender received without the EMD and the tender processing fee of Rs.11,800/- shall not be accepted.
- xxii. If any information furnished by the bidder is found to be incorrect/false, STC reserves the right to disqualify the bidder and terminate the contract at any stage of its execution, including forfeiture of the EMD.

VII. PRICE :

Price is to be quoted as per the price bid format as per Annexure II purely on "AS IS WHERE IS BASIS". All statutory levies i.e. Taxes/Levies/Cess/Duty shall be applicable in extra at actuals and shall be to the account of the buyer which shall not be included in the quoted price. In the event of two or more offers quoting the same High Price (H1) then a re-bidding for a higher price is allowed only among such bidders.

VIII. STC's RESERVE PRICE: Rs. 7,00,00,000/- (Rupees Seven Crore only)

IX. SUBMISSION OF BIDS :

Prospective bidders may download the tender document from STC's website: www.stc.limited.co.in or www.eprocure.gov.in/eprocure/app

A. TECHNICAL BID :

The "Technical Bid" to be uploaded online must contain the following:

- a) Complete set of STC's Tender Document and Annexure I, duly signed and stamped on each page as token of bidder's acceptance of all terms and conditions of tender without any deviation.
- b) An affidavit duly signed and stamped declaring that the individual or the Company is not black listed by any government agency at the time of submission of bids (Annexure III).
- c) Duly filled, signed and stamped Technical Bid Format as per Annexure IV.
- d) Duly filled KYC Details along with required documents in checklist and Indemnity as per Annexure V.
- e) Copy of GST Registration Certificate and PAN Card.

B. PRICE BID :

- a) The price should be quoted strictly as per Annexure II/BOQ.
- b) **The price should be quoted excluding applicable Taxes, Statutory levies like GST, local levies, cess etc.**
- C) Offer received with conditions and other deviations are liable for rejection.
- d) Price Bid can be opened only in respect of those bidders who qualify and clear the Technical-bid.
- e) The bids complete in all respects should be uploaded online on www.eprocure.gov.in/eprocure/app by 01.04.2021 till 1400 HRS IST.
- f) Offers should be submitted online only. Offers received via e-mail, fax, etc. will not be considered and would be rejected.

Time schedule of opening and closing of tender is as follows:

Tender Closing Time / Date : 01.04.2021 1400 HRS

Tender Opening Time / Date : 01.04.2021 1430 HRS

Note: Any further corrigendum/Addendum to the tender documents will be uploaded by STC only on websites: www.stclimited.co.in or www.eprocure.gov.in/eprocure/app and no separate press advertisements shall be published for the same.

C) INSTRUCTIONS FOR FILLING THE E-BID

1. Bids are invited via e-bid process only "AS IS WHERE IS BASIS".
2. Bids have to be uploaded online only via <https://eprocure.gov.in/eprocure/app> (the e-procurement portal of NIC). Bids received in other form like e-mail/fax/post etc shall be rejected.
3. For submission of e bids, bidders are required to get themselves registered with NIC's central Public Procurement (CPP) portal (<https://eprocure.gov.in/eprocure>) using class-II/Class -III digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
4. The details of financial instrument (Tender processing fee, EMD) need to be uploaded during the e-bid submission and it should tally with the amount received as requirement, otherwise, the bid is liable to get rejected.
5. Bidders are advised in their own interest to upload the online bids well before the bid document submission Closing date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
6. For any queries relating to the process of online bid submission or queries relating to Procurement Portal (<https://eprocure.gov.in>), the bidders may contact CPP Portal Helpdesk on Tel No's 0120-4001-002, 4001-005, 6277-787 and email ID support-eproc@nic.in.
7. Bidders may regularly visit STC website for any information / clarification / addendum / corrigendum etc. related to this bid, processing of bids received, award of job etc. STC shall not be liable to send any information individually or publish a public

notice for any further information regarding this bid in newspapers.

8. Portal for Online Submission is <https://eprocure.gov.in/eprocure/app>
9. STC may ask the bidders to submit any or all the documents in original or any additional information as part of their online bid anytime during the bid process.
10. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words does not represent arithmetically correct total, the amount in figures shall prevail.
11. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by STC
12. The bid document available on e- procurement portal shall be taken as final. STC reserves its right to ask for more document as "Clarification/supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard

X. EVALUATION OF PRICE BIDS :

Price bids in respect of those bidders who qualified the Technical Bid shall be opened.

XI. AWARD OF BID:

The Letter of Award will be given to the H1 (Highest Bidder). The successful bidder has to directly remit the entire amount 100% sale value of mortgage land parcels along with applicable taxes, statutory levies like GST, local levies, cess, duty etc if any, through online payment directly to STC as per bank details, within 15 days from the date of issuance of the LOA through e-mail. The Registration fee, Stamp Duty, Legal Charges, any other statutory and incidental charges to be borne by the successful bidder.

In case of failing to make 100% payment within 15 days as stipulated, STC has the sole right to extend the period of Payment further or declare the bidder (H-1) defaulter and forfeit their EMD submitted in the tender.

In the event of declaring the H1 bidder as defaulter, STC has the rights to offer sale contract to the H2-Bidder on their acceptance to match the H1 rate. On refusal of H-2 bidder, the offer shall be passed on to the H-3 bidder and so on till last bidder.

XII. VALIDITY OF BIDS:

The validity period of the bids will be 180 days from the date of opening of Price bid.

XIII. PAYMENT:

The successful bidder will be required to remit 100% sale value of mortgage land parcels along with applicable taxes, statutory levies like GST, local levies, cess, etc if any, directly to the account of STC through online as per the account details given below within 15 days from the date of issuance of Letter of Award (LOA) through email.

BENEFICIARY NAME : THE STATE TRADING CORPORATION OF INDIA LTD.
ACCOUNT NUMBER : 200000550077
BANK NAME : INDUSIND BANK
BRANCH : BARAKHAMBA ROAD, NEW DELHI
IFSC CODE : INDB0000005

XIV. ARBITRATION:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration and Conciliation Act, 1996 and amendment thereof and the Award made in pursuance thereof shall be binding on the parties. In all such cases, the jurisdiction shall remain at Bengaluru only and the venue for Arbitration shall be at Bengaluru.

XV. CANCELLATION OF CONTRACT:

STC reserves the right to accept or reject the tender in full or in part at its Sole discretion without assigning any reason whatsoever.

XVI. FORCE MAJEURE :

Should any of the force majeure circumstances, namely act of God, natural calamity, fire, Government of India Policy, restrictions, strikes or lock-outs by workmen, war, military operations of any nature and blockades preventing the STC/Successful Bidder from wholly or partially carrying out his contractual obligations, the period stipulated for the performance of the Contract shall be extended for as long as these circumstances prevail.

In the event of these circumstances continuing for more than three months, either party shall have the right to refuse to fulfil its contractual obligations without title to indemnification of any losses it may thereby sustain. The party unable to carry out its contractual obligations shall immediately advise the other party of the commencement and the termination of the circumstances preventing the performance of the contract.

XVII. NO CONTRACTUAL OBLIGATION:

STC is not bound contractually or in any other way to any prospective buyers to this tender. STC is not liable for any costs of compensation in relation to expenditure incurred by the prospective buyer to this tender on whatsoever reasons/grounds whether or not STC terminates, varies, or suspends the tendering process or takes any other action permitted under this tender provisions during the course of execution.

XVIII. DISCLAIMER:

The issue of this tender document does not in any way commit or otherwise obliges STC to proceed with all or any part of tendering process. The tender is not the subject of any process contract or any contractual obligations between STC and prospective bidder. STC may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the prospective bidder.

XIX. CONFIDENTIALITY:

This Tender's provisions and existence, as well as any commercial data including price or technical data and any information provided in accordance herewith to the other party shall be considered as confidential. Such information shall not be disclosed to any third party unless required by any applicable law or authorized in writing by the other party.

All such information shall be used by the other party only for the purposes of performance of this Tender.

The restrictions here-in-above shall not apply to any information generally available to the public or received in good faith from a third party without restriction. The parties hereto agree to keep as confidential all documentation furnished or received by either party at any time in connection with this Tender. This provision, as far as practicable, shall apply to all the concerned officials of either party.

Confidentiality will be maintained during existence of this Tender and even on termination/expiry.

XX. INDEMNIFICATION:

The successful bidder shall fully indemnify, hold harmless and defend STC and its officials. from and against all claims, liabilities, suits, damages including any criminal liability due to false declaration by the successful bidder with regard to the subject tender transaction etc., caused due to negligence/commission/omission of the Successful bidder or any other person claiming under this tender or under the applicable laws of India.

XXI. CONTACT DETAILS:

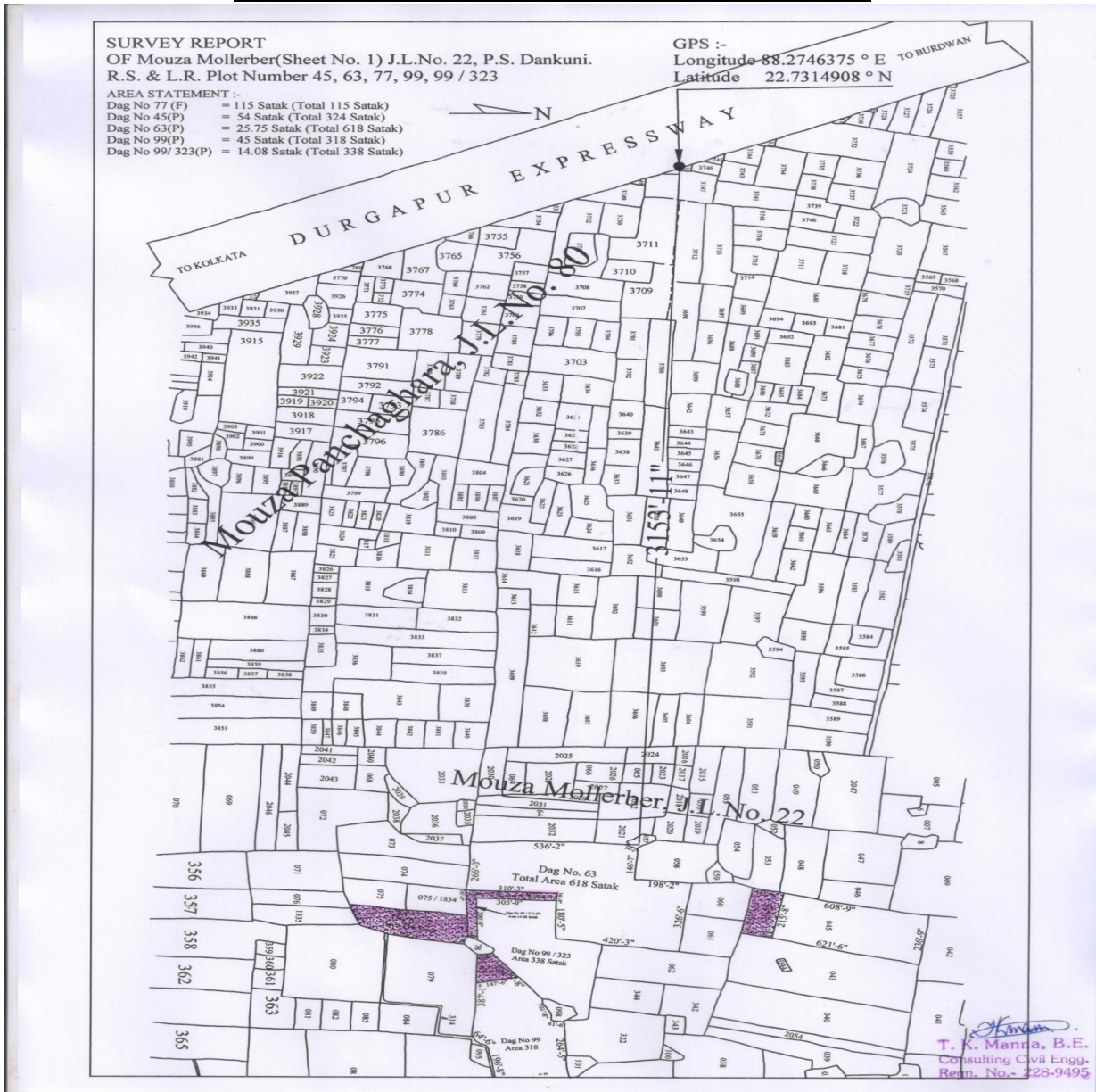
For any clarifications, the prospective bidders may contact following:

1. Name: Mr. Sachin Sharma
Designation: Deputy Manager, Marketing
Email id: hyderabad@stclimited.co.in
Mobile No: +91 9910943303

2. Name: Ankur Jain
Designation: Deputy Manager
Email id: bangalore@stclimited.co.in
Land line No: 080-2319 8801,
Mobile No: +91 90111 60800

ANNEXURE I

DETAILS OF MOTGAGED VACANT LAND PARCELS



ANNEXURE II

Price Bid / B.O.Q.

Procedure for online filling of Price Bid:

1. BOQ (Price Bid) uploaded by STC at the CPP portal (eprocure.gov.in/eprocure/app) is to be used for submission of price.
2. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (excluding applicable Taxes, Statutory levies like GST, local levies, cess etc.)
3. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
4. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'zero' cost and the Bid shall be evaluated accordingly.

Validate	Print	Help	Minimum Rate BoQ
Tender Inviting Authority: V. R Vengatesan, DGM, The State Trading Corporation of India Limited, Bengaluru			
Name of Work: TENDER FOR SALE OF MORTGAGED PROPERTY- VACANT LAND PARCELS TOTAL ADMEASURING 2.59 ACRES COMPRISING IN PLOT NO 99,77,63,45 AND 99/323 SITUATED AT MOLLARBAR VILLAGE, DANKUNI, HOOGLY DIST, NEAR TO DURGAPUR EXPRESS HIGHWAY (NH-02), WEST BENGAL ON 'AS IS WHERE BASIS'.			
Contract No: STC/BNG/SALE/2020-21/01			
Name of the Bidder/ Bidding Firm / Company :			
PRICE SCHEDULE			
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)			
NUMBER #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE in Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT In Words
1	2	13	55
1.01	TENDER FOR SALE OF MORTGAGED PROPERTY- VACANT LAND PARCELS TOTAL ADMEASURING 2.59 ACRES COMPRISING IN PLOT NO 99,77,63,45 AND 99/323 SITUATED AT MOLLARBAR VILLAGE, DANKUNI, HOOGLY DIST, NEAR TO DURGAPUR EXPRESS HIGHWAY (NH-02), WEST BENGAL ON 'AS IS WHERE BASIS'		INR Zero Only
Total in Figures			INR Zero Only
Quoted Rate in Words			INR Zero Only

DECLARATION:

We have read and acquainted ourselves with the terms and Conditions of sale. We unconditionally agree to the terms conditions, and have submitted this offer accordingly.

1. We have read and understood the latest Government Guidelines applicable for sale of vacant land to the fullest extent and will be abided by the same. STC has no liability in case the said guidelines are breached or not followed by us.
2. In the absence of a formal contract, this bid together with your written acceptance thereof in your notification of the award of the tender shall constitute a binding agreement between us.
3. We understand that you are not bound to accept the highest or any bid you may receive.
4. Tender document duly signed and stamped in each page as token of acceptance is enclosed
(Signature of Bidder/Authorized Signatory with date, seal & stamp)

ANNEXURE III

Tender Ref. No. STC/BNG/SALE/2020-21/01 DTD 12.03.2021

AFFIDAVIT

(To be issued on Rs. 100/- Non-judicial stamp paper the affidavit may be given in the appropriate legal paper as deemed fit duly notarised by the Advocate)

Affidavit of _____ S/o Mr. _____ aged about _____ resident of _____

I am representing M/s....., the above named deponent do hereby solemnly affirm and declare as under:

- That I _____, working as _____ (Name, Designation & Address of the bidder) in M/s _____.
- I am submitting the bid for Purchase of the MORTGAGED PROPERTY - VACANT LAND PARCELS TOTAL ADMEASURING 2.59 ACRES COMPRISING IN PLOT NO. 99, 77, 63, 45 AND 99/323 SITUATED AT MOLLARBAR VILLAGE, DANKUNI, HOOGLY DISTRICT, NEAR TO DURGAPUR EXPRESSWAY(NH-02), WEST BENGAL in response to tender invitation.
- For the above Company no complaints have been registered with CBI, serious fraud investigation cell and court(s) and is neither blacklisted by any bank, PSUs, Government Agency and other agency.
- That if at any point of time the declarations given above are found to be incorrect, STC shall have the full right to reject our Offer and take any action as per applicable laws for breach of contract including forfeiture of EMD.

Verification:

Verified at _____ on _____ that the contents of the above affidavit are true to the best of my knowledge. No part of it is false and nothing material or relevant information has been concealed there from.

DEPONENT

PLACE:

DATE:

ANNEXURE IV

(On Company Letter-Head)

We have carefully gone through the terms and conditions of the Tender Document and here by agree to abide by the same for the fulfilment of the contract.

We also declare that

1. We are not on any debarred/abeyance list of Government (Annexure III).
2. All Indian Central or state, present or future taxes, duties, cesses, levies, if any etc. as applicable will be extra on our account.
3. The offer is valid for your acceptance till 180 days from date of opening of Price Bid.

DETAILS OF EARNEST MONEY DEPOSIT	
Amount in INR	
Mode of Payment (RTGS/NEFT)	
UTR NO/Transaction reference number	
Date of payment	
Name of the remitting Bank	
Any other remarks	
DETAILS OF TENDER PROCESSING FEE:	
Amount in INR	
Mode of Payment (RTGS/NEFT)	
UTR NO/Transaction reference number	
Date of payment	
Name of the remitting Bank	
Any other remarks	

Seal of the company

Signature of Bidder
Name, Designation :

PLACE:

DATE:

ANNEXURE V

KNOW YOUR CUSTOMER (KYC) FORM

1	Category	<ul style="list-style-type: none"> • Individual/Proprietary Firm • Company • Trusts/Foundations • Partnership Firm / LLP • Others (Pl. specify) 	Passport size photograph of individual/ Authorized Signatory, if any
1	Name of the individual including alias/ Proprietary Firm/ Company/ Trusts/ Foundations/Partnership firm		
2	Permanent or Registered address Landline Telephone (with STD Code) Mobile No. Fax Number E-mail :		
3	Principal Business address/es from which business is transacted Landline Telephone (with STD Code) Mobile No. Fax Number E-mail :		
4	Names of Directors/ Partners/ Proprietor		

5	Name of Authorized signatory/ies for signing documents relating to the transaction on behalf of the Company/firm.	Please provide copy of Board authorization in favour of authorized signatory in case of companies and specimen signatures of authorized signatory(ies) duly attested by their bankers along with partnership deed or letter of partnership as the case may be (in case of firms).
6	IEC No. (Not mandatory for individuals)	(Pl. attach copy)
7	PAN No.	(Pl. attach copy)
8	GST Registration No.	(Pl. attach copy)

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/We undertake to notify you in writing failing which the above particulars may be relied upon.

Place

Signature : _____

Date

Official Stamp

Name :

Designation :

CHECKLIST OF MANDATORY DOCUMENTS TO BE ATTACHED WITH THE KYC FORM

S. No.	Category	Documents Required
1	Individual /Proprietary firm	<ul style="list-style-type: none">• Copy of Passport• Copy of PAN Card• GST Registration No., if applicable• Copy of Aadhar Card• Attested copy of Bank Statement (by concerned Branch Manager)• 2 Photographs of individual/Authorized signatory
2	Company	<ul style="list-style-type: none">• Copy of Certificate of Incorporation• Copy of Memorandum of Association• Copy of Articles of Association• Board authorization in favour of the authorized signatory with specimen signatures of authorized signatory(ies) duly attested by their bank• Copy of Telephone bill in the name of the company• Copy of IEC Certificate• Copy of PAN of company• GST Registration No.• List of Directors• Copy of DIN of Directors• Copy of PAN Card of Directors• Copy of Passport of Directors• 2 Photographs each of Directors/Partners/Authorized Signatories
3	Trusts/Foundations/Non-Governmental Organisation(NGO)	<ul style="list-style-type: none">• Certificate of Registration• Board authorization in favour of the authorized signatory with specimen signatures of authorized signatory(ies) duly attested by bank.• Name and contact details ie., address, telephone, fax no. & e-mail address of the Founder(s), Trustee(s), Director(s), Partner(s) and Beneficiary(ies) etc.• Any officially valid document to identify the trustees, beneficiaries and authorized signatories / founders/managers/directors.• Resolution of the managing body of the Trust / Foundation.• Copy of Telephone bill in the name of Trust / Foundation.• Copy of PAN of Trust / Foundation• GST Registration No.• Copy of Trust Deed• Copy of Trustee PAN Card• Copy of Trustee Passport

		<ul style="list-style-type: none"> • 2 Photographs each of Directors/Partners/Authorized Signatories.
4	Partnership firm/ Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> • Copy of Registration Certificate • Copy of Partnership Deed • Authorization in favour of the authorized signatory with specimen signatures of authorized signatory(ies) duly attested by their bank. • Any officially valid document to identifying the partners and their addresses. • Telephone bill in the name of firm/partners. • Copy of IEC Certificate • Copy of PAN of partnership firm • Copy of PAN of Partners • GST Registration No. • Copy of Passport of Partners • 2 Photographs each of Directors/Partners/Authorized Signatories.

- Note :**
- 1. In case of Company, two copies each of the documents mentioned in the checklist duly certified by Company Secretary or other authorized body to be attached with the KYC Form.**
 - 2. Two certified copies each of the above documents mentioned in the checklist, applicable as per nature of the firm, to be attached with the KYC Form.**
 - 3. In addition to above, documents deemed necessary, if any, shall be obtained by the concerned Division / Branch before entering into any dealing(s) with the party(ies).**
 - 4. An indemnity on a stamp paper (as per prevailing state stamp duty) as per annexure (attached) to be submitted with KYC Form.**

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/We undertake to notify you in writing failing which the above particulars may be relied upon.

Place

Signature : _____

Date

Official Stamp

Name :

Designation :

Indemnity (to be attached with KYC Form)

I/We _____ Director/s (or) Proprietor/s (or) Partner/s (or) Trustees of the Company / firm / proprietorship is interested in having business relations / dealings with STC and pursuant to such interest I / We have submitted the duly filled up KYC form of my / our firm / company / trust and the details / information therein are true, correct and nothing material has been concealed and now in pursuant to the said submission I / We hereby further undertake to indemnify STC from any or all legal / other liabilities arising out of incorrect, false, incomplete details / information of our company / firm / trust or its employees / professionals / directors / partners / trustees who either have signed the KYC document or has represented us / me, including any of my / our power of attorney holder, before STC.

STC also stand absolved of any liability on account of fraud or breach of trust caused by us / me or our professionals / employees / representatives for the contents and declarations given under the above said KYC declaration.

STC shall also be indemnified for any consequential action taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for and on behalf of us / me, to the extent of money / cost / legal expenses / interest imposed upon, due to any of the reason mentioned above.

Place

Signature _____

Date

Name :

Designation :

(to be executed on a stamp paper of Rs.100/-)