

## Security Printing & Minting Corporation of India Limited

Miniratna Category-I, CPSE  
(Wholly owned by Government of India)  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan,  
Janpath, New Delhi: 110001  
Ph: 011-43582200  
Email: [info@spmCIL.com](mailto:info@spmCIL.com)  
CIN: U22213DL2006GOI144763

### Event no. - SPMCIL/Corporate Office New Delhi/Purchase/6/21- 22/ET/33[Investment Advisor]

Date:28.03.2022

#### INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST FOR EMPANELMENT OF INVESTMENT ADVISOR THROUGH E-TENDER (SPMCIL/Corporate Office New Delhi/Purchase/6/21-22/ET/33[Investment Advisor])

Security Printing and Minting Corporation of India Limited (SPMCIL) is a wholly owned Mini-Ratna PSU of Government of India. Details about the company, its units are available at our website [www.spmCIL.com](http://www.spmCIL.com). SPMCIL intends to appoint Investment Advisor to provide advisory services for retirement benefits trusts of the company. SPMCIL have three Trusts namely SPMCIL EPF Trust, SPMCIL PF Trust and SPMCIL Pension Trust. SPMCIL EPF, PF and Pension Trust have investments of around 2051 Crores as on 31.03.2021.

- (i) SPMCIL Employees Provident Fund Trust with investment corpus is Approximate Rs.1011 Crores.
- (ii) SPMCIL Provident Fund Trust with Investment corpus is Approximate Rs.272 crores.
- (iii) SPMCIL Employees Pension Fund Trust with investment corpus is Approximate Rs.768 crores.

Security Printing & Minting Corporation of India Ltd (SPMCIL) invites Expression of Interest (EOI) from interested eligible, qualified, competent and professional advisor having adequate experience and requisite infrastructure for “**Empanelment of Investment Advisor for Security Printing & Minting Corporation of India Ltd Retirement benefit Funds Trust**” at no cost to the company (SPMCIL) through e-Tender.

The applications have to be submitted through e-Tender on [MSTC E-Commerce \(mstcecommerce.com\)](http://MSTC E-Commerce (mstcecommerce.com)) through Event No. SPMCIL/Corporate Office New Delhi/Purchase/6/21-22/ET/33[Investment Advisor].

The bidder must submit their application complete in all respects as per instructions contained in EOI on or before the closing date and time.

The application received by Post or Fax or through e-mail shall be treated as invalid and rejected.

This EOI needs to be signed and sealed on every page as a token of acceptance. All necessary documents regarding experience, past performance and capacity/capability criteria etc. should be certified by the authorized signatory of the bidder firm on each page submitted.

Security Printing & Minting Corporation of India Ltd (SPMCIL) reserves the right to accept or reject any or all the application in whole or part thereof without assigning any reason.

**Manager (Materials)**  
**Security Printing and Minting Corporation of India**  
**Limited**  
**16<sup>th</sup> Floor, Jawahar Vyapar Bhawan,**  
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### INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST FOR EMPANELMENT OF INVESTMENT ADVISOR THROUGH E-TENDER

1	Name of the Organization:	Security Printing and Minting Corporation Of India Limited.(SPMCIL)
2	Type of the Organization:	Engaged in manufacturing of Notes, Coins, Medals, India Post Stationery, Security Products etc.
3	Reference No./Event no.:	SPMCIL/Corporate Office New Delhi/Purchase/6/21-22/ET/33[Investment Advisor]
4	EOI Title:	Expression of Interest for Empanelment of Investment Advisor
5	Category:	Public Sector Undertaking
6	Sub-category:	Mini-Ratna, Category – I, CPSE
7	Date of Announcement:	<b>29.03.2022</b>
8	Last date for submission:	<b>29.04.2022 @ 3:00 PM</b>
9	Broad description of work:	Expression of Interest for Empanelment of Investment Advisor
10	EOI should be submitted duly addressing to:	Manager (Materials) Security Printing and Minting Corporation Of India Limited, New Delhi Phone : 011-43582243

## **Scope of Services/Services to be performed by Investment Advisor**

The Investment Advisor shall be required to provide the following services:

- i. To provide investment advisory services to the SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD. RETIREMENT TRUST FUNDS (hereinafter severally referred as trust) with the main goal of maximizing the return without compromising on safety.
- ii. Articulating an Investment Policy Document (IPD) in complete consultation with the trust, in order to establish a roadmap for future investments. The IPD would cover the risk exposure limits for different issuer clauses, in consonance with the investment pattern mandatory for gratuity and pension/provident funds.
- iii. To analyze the portfolio, the cash flow schedules and the investment objectives and philosophy of the Trust.
- iv. To monitor the rating of Securities /debt papers on an ongoing basis and to advise the Trusts on early warning signals based on ratings.
- v. Tracking the Trust's cash flow schedules and to advice on the timing of investment, taking into account the market dynamics.
- vi. To advise on better compliance of regulatory investment guidelines. This will include the compliance of guidelines of EPFO/MoLE, MoF and any other applicable guidelines of Regulatory Authority.
- vii. To advise the Trust on better use of regulatory investment patterns this will include the empanelment with various market participants/arrangers with trust.
- viii. End to end investment cycle management including:
  - a. category wise recommendation for investible surplus fund
  - b. Compilation of quotes and sharing the same with the organization
  - c. Discussing and shortlisting the applicable Category and Instrument for investment
- ix. Maintenance of investment data in the form of sheets, MIS reports.
- x. Active fund management for all trust funds towards the mandatory investment in category IV (Equity and related investments).

- xi. Periodic reconciliation of investment data and cash inflows for the trust (through coupons, maturities and put/call options) in generated MIS reports with SGL and Demat statements of the trust.
- xii. To keep the Trust advised on changes/modifications, if any, in regulatory investment patterns.
  - a. Articulating and discussing detailed concept notes on the regulatory pattern
  - b. Assisting the trust with the better implementation of the same.
- xiii. To make available their in house capability to the trusts through daily/fortnightly newsletters.
- xiv. Information on the performance of various Mutual Funds, across investible categories, will also be provided periodically.
- xv. To designate a suitable senior level executive as a nodal person to make periodic interactions with the Trustees to make the investment management/ advisory role meaningful.
- xvi. To ensure complete compliance and other regulatory requirements of the trust.
- xvii. Identifying opportunities for portfolio restructuring with a view towards:
  - a. Active Duration Management
  - b. Optimizing the returns obtained by the trust
- xviii. Being a part of the trust's rules updation (on request)
- xix. Any other work in compliance of SEBI/Other guidelines as applicable to advisors.
- xx. To perform the above services/works as per scope of service, appointed investment adviser shall depute two qualified and experienced persons of the firm as Relationship Manager to SPMCIL.

## Application for Empanelment

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS/CATEGORY: Investment Advisor

1. Name of applicant/ organization

Shri/Smt/Ms/M/s.....

2. Nationality.....

3. Office Address:

Home Office	Regd.Office

4. Nodal Person Name, Landline Telephone & Mobile Number.....

5. Fax No. ....Email ID: .....

6. Constitution - (Tick the appropriate)

Individual <input type="checkbox"/>	Sole Proprietorship Concern <input type="checkbox"/>	Partnership Firm <input type="checkbox"/>
Public Ltd.Company <input type="checkbox"/>	Private Ltd.Company <input type="checkbox"/>	

Enclose copy of Certification of Incorporation/ Certificate of Registration etc as applicable.

7. Names of Partners/Directors:

S.No.	If Company-Names of Directors	If Partnership Firm-Name Partners
1		
2		
3		

8. Is the individual/ sole proprietor/ any partner/ directors of company :

S. No	Particulars	Yes /No
(a)	Dismissed Government Servant	
(b)	Removed from approved list of contractors	
(c)	Demoted to a lower class of contractors	
(d)	Having business banned/suspended by any government in the past	
(e)	Convicted by a court of law	
(f)	Retired engineer/official from engineering Department of Govt. of India within last two years	
(g)	Director or partner of any other company/firm enlisted with CPWD or any other department	
(h)	Member of Parliament or any State Legislative Assembly	

If answer to any of the above is 'Yes', furnish details on a separate sheet

9.(a) Name of person holding power of attorney.....

(b) Nationality Indian / Other

(c) Liabilities

10. Name of Bankers with full address and Account Details.....

11. Place of business .....

12. Whether registered under Goods & Services Tax [Give details of GST registration and enclose copies thereof]

13. (a) Whether already enlisted with any other organization: Yes/ No

(b) If yes, give details:

(i) Name of Organization .....

(ii) Class of category .....

(iii) Empanelment authority & address .....

(iv) Empanelment No. & date .....

(v) Date of validity.....

(vi) Tendering limit .....

14. If any person working with the applicant is a near relative of the officer/official of SPMCIL: Yes/No

If yes, give details

*I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong. I am liable to be debarred.*

Signature(s) of applicant(s):

Date: .....

No. of documents attached

## **Conditions/Criteria governing the EOI:**

- (i) No fees shall be paid for advisory services.
- (ii) SPMCIL reserves the right to appoint one or more investment advisers.
- (iii) Tenure of empanelment shall be 3 year which may further be extended for another 2 years subject to satisfactory performance of the firm.
- (iv) Applicant should have Advisory Services registration under SEBI Investment advisers regulation, 2013.
- (v) Applicant should have experience of atleast 2 years under Advisory Services registration under SEBI Investment advisers regulation, 2013, on the last date of submission of application.
- (vi) Applicant should have Asset under Advisory (AUA) above Rs.1000 crore as on the last date of submission of application.
- (vii) Applicant should have experience of providing such services to atleast 2 PSU/Govt Organization during last 5 year as on the last date of submission of application.
- (viii) SPMCIL reserves the right to enhance the eligibility criteria or to relax the eligibility criteria on the basis of response from applicants. Mere fulfilling the eligibility criteria shall not entitle the applicant to be empaneled by SPMCIL.
- (ix) Applicant meeting the essential criteria shall be required to give a detailed presentation before committee to be constituted for this purpose. Empanelment for investment advisor shall be decided on the basis of ranking given to applicants by committee.
- (x) Decision of SPMCIL regarding empanelment of applicant shall be final and binding.