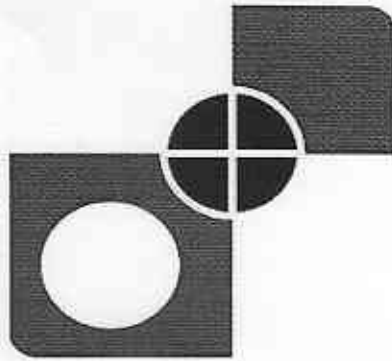


REQUEST FOR PROPOSAL

**FOR APPOINTMENT OF INVESTMENT ADVISOR FOR
SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD
RETIREMENT BENEFIT FUNDS TRUST**



16th Floor, Jawahar Vyapar Bhawan,

Janpath, New Delhi-110001.

Website: www.spmcil.com

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INDEX

S.N.	Description	Page No.
1.	Tender notice	3
2.	General Instructions for Bidding	4
3.	Eligibility Criteria	5
4.	Scope of Services/ Services to be performed by Investment Advisor	6
5.	Evaluation Methodology & Award of Tender	8
6.	Other Conditions	9
7.	Annexure I: Qualifying Criterion	10
8.	Annexure II: Technical evaluation criterion	14
9.	Annexure III: Price Bid	18

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SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD

16th Floor, Jawahar Vyapar Bhawan,

Janpath,

New Delhi-110001

TENDER NOTICE No. SPMCIL/EPF/16-17/01

Tender for Engagement of Investment Advisor for SPMCIL Retirement Benefit Fund Trusts.

Security Printing and Minting Corporation of India Limited (SPMCIL) is a wholly owned Mini-Ratna PSU of Government of India. Details about company, its units are available at our website www.spmcil.com. SPMCIL intends to appoint Investment Advisor to provide advisory services for retirement benefits trusts of the company. Applications are invited from SEBI Registered Portfolio Managers duly fulfilling the qualifications as specified in our Tender Notice.

Firms fulfilling eligibility criteria mentioned in the tender documents only shall apply. The willing firms may send their application along with the documentary evidences to be addressed to Chief Financial Officer, SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. Last date & time of receipt of tender is **13.04.2017** up to **11:15 AM**. Tender shall be opened on the same day at 11.30 A.M. in the presence of representatives of intending firms. Detailed terms & conditions of the tender documents can be seen at the SPMCIL's website "www.spmcil.com".

RFP documents can be downloaded from the website also. Firms submitting the downloaded RFP offer will have to submit the same along with DD for Rs. 1000/- in favour of SPMCIL payable at New Delhi. Price of tender document is Rs. 1000/- (One Thousand only).

Tender must be submitted in sealed cover super-scribed "**Tender for Engagement of Investment Advisor for SPMCIL Retirement Benefit Fund Trusts**" strictly in accordance with the terms and conditions and technical specification in Tender.

Place: New Delhi
Dated: 11/03/2017

-Sd-
Chief Financial Officer

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**Request for Proposal for Appointment of Investment Advisor for SECURITY PRINTING &
MINTING CORPORATION OF INDIA LTD RETIREMENT TRUST FUNDS.**

A. General Instructions for Bidding

- (1) The bidders are requested to submit their proposals incorporating qualifying and other criteria as per Annexure-I and Annexure-II and price bid as per Annexure-III attached herewith.
- (2) The bid proposal may be submitted to SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD, latest by 11:15 AM on or before 13.04.2017 at the address given below:-

Chief Financial Officer, SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.

- (3) **A Pre Bid meeting shall be held on 03.04.2017 at 03:30 PM at SPMCIL Corporate Office, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.**

- (4) The bids must be submitted in a sealed cover envelope superscribed "Tender for Engagement of Investment Advisor for SPMCIL Retirement Benefit Fund Trusts". The main envelope should contain two separate envelopes as **Envelope-I** and **Envelope-II** duly sealed.

A) **Envelope-I** shall carry annexure-I and annexure-II (**Duly Ticked at appropriate Level**) along with two separate demand draft of Rs. 1000/- and Rs. 50,000/- in favour of SPMCIL payable at New Delhi as cost of tender document and earnest money deposit respectively and superscribing the words "Annexure-I and II(qualifying criteria)" on envelop.

B) **Envelope-II** shall carry annexure (III) (price bid) superscribing the words "Annexure-III Price Bid.

The technical bids contained in envelope-I shall be opened at 11.30 AM on 13.04.2017 in the presence of bidders. **Bidders, who wish to be present in bid opening, must bring the authority letter from the bidder firm/company clearly mentioning the name and designation of the official for attending the bid opening without the authority letter Bidders shall not be permitted to attend bid opening.** The envelope-II containing annexure III of those bidders, who satisfy the qualifying criteria and obtain a minimum score of 60 (out of maximum 100) on technical parameters, shall be opened on a later date and time to be notified on SPMCIL Website.

- (5) **The Bidder is required to submit the EMD (Earnest money deposit) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft (DD) in favour of SPMCIL payable at Delhi.**

- (6) The amount of EMD of non- successful bidders shall be return within 60 days after completion

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of bidding process by way of issuing cheque in the name of Bidder.

- (7) The fees quoted should exclude all taxes.
- (8) The fee quoted shall be firm for the period of the contract.
- (9) The validity of bids should be for a minimum period of three months from the date of opening of Bids.
- (10) The Bidder should submit the bid along with unconditional acceptance of the terms and conditions of tender. Any conditional bid is liable for rejection of the bid.
- (11) SPMCIL reserves the right to accept or reject any of the proposal(s)/bid(s) received at its sole discretion without assigning any reasons whatsoever.
- (12) Incomplete proposals and proposal submitted after due date and time or proposals not submitted in the prescribed formats will be summarily rejected.
- (13) SPMCIL reserves the right to cancel the tender without assigning any reasons at any stage of tendering process.

B. Eligibility Criteria

The entities fulfilling the below mentioned criteria shall be eligible to submit their bids:

1. The Bidder should be a SEBI registered Portfolio Manager as per Portfolio Managers Regulations 1993. A copy of the Registration Certificate to that effect, should be enclosed.
2. The bidder must have at least **05 Years relevant experience as on 31st March, 2016**, in managing/providing investment management/ advisory service as SEBI registered Portfolio Manager to retirement Benefit trusts as defined below:
 - a. Provident Fund Trust regulated Under EPF & MP Act -1952
 - b. Ministry of Finance governed trusts(i.e. Pension / Gratuity / Superannuation Funds that follow Investment pattern as defined in IT Act, 1961 and investment guidelines issued by Ministry of Finance.
 - c. Retirement trust funds of Autonomous bodies, as covered with respect to their ministries.
3. The bidder must have relevant experience of managing / providing investment management/ advisory service to at least **5 Provident Fund/Retirement Benefit trust** consecutively during each of the last 03 financial years, ending on 31st March 2016.
4. The bidder must be managing / providing investment management/ advisory service to at least **05 (Five) Provident Fund/Retirement Benefit trusts of Central/State Public Sector Undertakings/autonomous bodies of Central/State Govt.** as on 31st March 2016.
5. The minimum average Asset under Management/Advisory in Retirement Benefit trusts

managed by the bidder during the last 03 financial years should be **Rs. 5,000 Crores, as on 31st March 2016.**

6. **Net worth of the bidder should not be less than Rs. 25 Crores as on March 31, 2016** or as per the latest audited accounts, whichever is later.
7. The Directors and any other personnel of the entity should not have been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws during the last 5 years period. (A self-declaration should be attached)
8. Bidder must have experience of providing Investment consultancy/ Investment management/ advisory services to the retirement trust funds of PSU/Central/State level undertaking/Corporate as follows:
 - a. The mandate/agreement from these retirement trusts should be a valid contract / agreement as per Indian contract act (i.e. must have valid consideration)
 - b. Bidder must submit the fee based mandates/agreements of the retirement trust funds only. Any Zero/NIL fee based mandates/agreement will not be considered under this evaluation criteria.
 - c. If a firm quotes NIL charges or consideration, the bid shall be treated as unresponsive and will not be considered.

C. Scope of Services/ Services to be performed by Investment Advisor

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

- 1) 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.
- 2) Undertaking of Asset Liability Management (ALM) study to identify range of years, as buckets, investments in which will help the Trust in aligning its maturity profile to future liabilities and thus establish steady cash flows.
- 3) 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 policy may cover the risk exposure limits for different issuer clauses, in consonance with the investment pattern mandatory for gratuity and pension/provident funds.
- 4) To analyze the portfolio, the cash flow schedules and the investment objectives and philosophy of the Trust.

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- 5) To monitor the rating of Securities /debt papers on an ongoing basis and to advise the Trusts on early warning signals based on ratings.
- 6) Tracking the Trust's cash flow schedules and to advice on the timing of investment, taking into account the market dynamics G.
- 7) To advise on better compliance of regulatory investment guidelines. This will include the compliance of guidelines of DPE, EPFO/ MoL, MoF and any other applicable guidelines of Regulatory Authority.
- 8) To advise the Trust on better use of regulatory investment patter this will include the empanelment with various market participants/arrangers with trust.
- 9) End to end investment cycle management including:
 - a. Invitation of quotes post receiving information of investible surplus
 - b. Compilation of quotes and sharing the same with the organization
 - c. Discussing and shortlisting the applicable Category and Instrument for investment
 - d. Negotiating the best price available for the shortlisted instrument
 - e. Closing of instrument(s) for investment post confirmation from the competent authority
- 10) Maintenance of investment data in the form of sheets, MIS reports.
- 11) Active fund management for all trust funds towards the mandatory investment in category IV (Equity and related investments). Initially with minimum prescribed limit of 5% to be invested than further in phase manner up to 15% shall be invested to enhance overall return of portfolio.
- 12) 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.
- 13) To keep the Trust advised on changes/modifications, if any, in regulatory investment pattern.
 - a. Articulating and discussing detailed concept notes on the regulatory pattern
 - b. Assisting the trust with the better implementation of the same.

Example: Articulating and discussing concept note on Equity Income Stabilization Reserve followed by presenting draft calculations on the same as per the needs of each individual trust.

- 14) To make available their in house capability to the trusts through daily/fortnightly newsletters.
- 15) Information on the performance of various Mutual Funds, across investible categories, will also be provided periodically.
- 16) To designate a suitable senior level executive as nodal person to make periodic interactions with the Trustees to make the investment management/ advisory role meaningful.
- 17) To ensure complete compliance and other regulatory requirements of the trust.

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18) Identifying opportunities for portfolio restructuring with a view towards:

- a. Active Duration Management
- b. Optimizing the returns obtained by the trust

19) Being a part of the trust's rules update (on request)

20) Apart from above services investment advisor will require to perform following tasks:

- A. Formation of approved Gratuity Fund Trust under Income Tax Act, 1961, its smooth operation and management of Trust corpus and making all regulatory compliance.
- B. Formation of SPMCIL Superannuation Benefit Fund Trust and management of its corpus fund and legal compliance.

21. To perform the above services/works as per scope of service, appointed investment adviser shall depute two qualified and experience persons of the firm as Relationship Manger to SPMCIL.

D. Evaluation Methodology & Award of Tender

The price bids shall be opened only of those bidders who shall obtain a minimum score of 60 (out of maximum 100) on technical evaluation parameter. For overall evaluation 80% weightage shall be given to score on technical parameters and 20% weightage to financial bid. The final ranking shall be obtained as under:-

Bid Evaluation Criteria:

Price Bid-Rank	Score Assigned
L1	100
L2	90
L3	80
L4	70
L5	60
L6	50
L7	40
L8	30
L9	20
L10	10
L11 & lower ranks	0

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Combined Bid Evaluation Criterion for evaluating the Offers shall be as under:

Sr No.	Particulars	Score
1	Technical Evaluation	Points Scored
2	Financial Bid Evaluation Score	Points Scored
3	Combined Bid Evaluation score	Technical Score x 80% + Financial bid score x 20%
4	Ranking	Highest Scorer and so on.

a. The bidder who obtaining highest score in the combined bid evaluation will be appointed as Investment Advisor for Retirement benefit fund trust of SPMCIL.

b. In case of tie on combined bid evaluation score, the entity with higher technical score shall be ranked above the entity with lower technical score.

E. Other Conditions

- a. The initial duration of appointment shall be for a period of three years on annual renewal basis at the same fee and T&C. This may be extended for a further period of maximum up to two years subject to satisfactory performance of the Investment Advisor.
- b. In the event the performance of Investment advisor is not found to be satisfactory, SPMCIL shall be at liberty to cancel the contract by issuing one month notice to the firm.
- c. The fees quoted shall be fixed for the duration of the assignment and shall be exclusive of all applicable taxes and duties.
- d. Payment Terms -The payment shall be released on successful completion of assignment on quarterly basis. The fees would be payable within 30 days from the date of receipt of the invoice.-
- e. No additional out of pocket expenses will be payable.
- f. No expense other than the fees quoted plus taxes will be payable for the entire scope of work/ deliverable.
- g. The contract awarded to Investment advisor shall be terminated by either party by giving one month advance notice in this regard.
- h. The successful bidder shall have to furnish a security deposit equivalent to 10% of the contract value in the form of Demand Draft/Term Deposit Receipt/Bank Guarantee favouring "Security Printing & Minting Corporation of India Limited. Upon failure of the successful bidder to execute the contract, the security deposit shall be forfeited.



ANNEXURE –I

Sr. No.	Particulars	
1	Name of the firm	
2	Nature of firm	Registered Company/Partnership firm/ Proprietorship firm etc.
3	Year of commencement of business by the firm:	
4	Nature of business of the firm	
5	Whether Registered with NSE and/or BSE	Yes/ No
6	Whether the firm/ company has been blacklisted for capital market activities. If blacklisted, please provide the details	Yes/ No
7	Number of Years as SEBI registered Portfolio Manager	
8	Net worth as on (Rs. in Cr.)	
9	Average assets under management form Investment management/ advisory of Retirement Benefit Trust PF/Pension/Gratuity Trusts) during last three financial years Fund (excluding assets of the Bidder & its Group Companies) (Rs. in Cr.) 2013 – 14 _____ 2014 – 15 _____ 2015 – 16 _____	
10	Number of Central PSUs/State PSUs for which Investment Advisory services are being provided as on 31st March 2016.	
11	Total number of years of experience in retirement trust Investment management/ advisory (as defined under eligibility criteria) as on March 31, 2016	
12	Number of Retirement Trusts to whom Investment Advisory Services have been provided for 3 consecutive years as on 31st March 2016	
13	Number of in house ALM (Asset Liability Management) study undertaken for Retirement Trust Funds	
14	Number of portfolio restructuring exercise successfully executed for Retirement Trust Funds	

15	Number of Members in Investment Advisory Team with valid NISM Certification for rendering investment advice.	
16	Avg. years of relevant post-qualification experience of Investment Advisory Team as on 31 st March 2016	
17	No. of years of Interest Rate Research experience (interest rate research calls to be shared)	
18	No. of years of Equity Research experience (Research report to be shared)	
19	Details of DD for tender cost (DD No. and Amount)	
20	Details of EMD (DD No. and Amount)	
21	Detailed particulars of the Directors and other top management including their stay with the bidder as on March 31, 2016	
22	Any other details. (Refer to Bid Documents & Bid evaluation criteria)	
23	Details of Enclosures	All the documents in support of the above information/data and as given in the list of enclosures must be signed by authorised signatory along with official seal of firm.

Authorised Signatory



List of Enclosures to be submitted with the Technical Bids:

1	For Evaluation Criteria No.1 Registration Certificate as Portfolio Manager with SEBI								
2	For Evaluation Criteria No.2 A certificate from the Chartered Accountant in practice in support of the Net Worth as on 31st March, 2016 or Latest Audited Accounts as on 31st March, 2016.								
3	<p>For Evaluation Criteria No.3 A certificate from the Chartered Accountant in practice in support of the Average Assets under Management from investment management/ advisory of Retirement Benefit Trust (PF/Pension/Gratuity Trusts) during last three financial years ending as on 31st March, 2016 (excluding assets of the Bidder & its Group Companies) (Rs. in Crore):</p> <table border="1"> <thead> <tr> <th>FY</th> <th>Asset in (Rs. Crores)</th> </tr> </thead> <tbody> <tr> <td>2013-14</td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> </tr> </tbody> </table>	FY	Asset in (Rs. Crores)	2013-14		2014-15		2015-16	
FY	Asset in (Rs. Crores)								
2013-14									
2014-15									
2015-16									
4	For Evaluation Criteria No.4 Appointment letters /Fund management mandate of various Central/State PSUs for which Investment Advisory services are being provided as on 31st March 2016.								
5	For Evaluation Criteria No.5 &6 Appointment letters /Fund management mandate of various organizations including Central/State PSUs on behalf of Provident Fund /Retirement Benefit Trusts as Investment Manager/Advisor as proof to qualify on such criterion								
6	For Evaluation Criteria No.7 Document(s) as Proof showing the Number of in house ALM (Asset Liability Management) study undertaken for Retirement Trust Funds.								
7	For Evaluation Criteria No.8 Document(s) as Proof showing the Number of portfolio restructuring exercise successfully executed for Retirement Trust Funds.								
8	For Evaluation Criteria No.9 Copy of valid NISM(National Institute of Securities Market) Certificate of Members								
9	For Evaluation Criteria No.10 Copy of Appointment orders of Investment Advisors								
10	For Evaluation Criteria No.11 Document(s) as Proof showing the No. of years of Interest Rate Research experience (interest rate research calls to be shared)								
11	For Evaluation Criteria No.12 No. of years of Equity Research experience (Research report to be shared)								

12	Membership Certificate of any Stock Exchange
13	Incorporation Certificate of the Company with the Registrar of Companies/ Other appropriate authority
14	Power of Attorney in favour of the person submitting and signing the bid/ offer
15	Detailed particulars of the Directors and other top management including their stay with the Bidder as on 31st March, 2016.
16	A Self- declaration that the bidder is not in any litigation with any of its clients
17	A self-declaration that bidder has not been black listed at any Central/State Public Sector undertaking during the last 5 years.
18	A self-declaration that Directors and any other personnel of the Portfolio/ Investment Manager/Advisor have not been found guilty of moral turpitude or convicted of any economic offence or violation of any Financial sector laws during the last 5 years period.

Note: Kindly arrange all the relevant supporting documents serially as per requirement and do not enclose any unsolicited documents/papers with the bid document.

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ANNEXURE- II

Technical evaluation criterion for evaluating the offers received from interested parties for appointment as Investment Advisor to SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD RETIREMENT FUNDS TRUST.

Sr. No.	Criteria	Maximum Marks	Marks allotted by evaluation committee
Company Parameters			
1	<p>Number of Years as SEBI registered Portfolio Manager.</p> <p>(i) if > or = to 15 years : 5</p> <p>(ii) if > or =10 years and < 15 years : 4</p> <p>(iii) if > or = 5 years and < 10 Years : 2</p> <p>(iv) if < 5 Year : 0</p> <p>Please Tick at appropriate level</p>	5	
2	<p>Net worth of the organization as on 31st March 2016</p> <p>(i) if >or = to 100 Crores : 5</p> <p>(ii) if >or = 50 Crores and < 75 Crores : 4</p> <p>(iii) if >or = 25 Crores and < 50 Crore : 2</p> <p>(iv) if < 25 Crores : 0</p> <p>Please Tick at appropriate level</p>	5	

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Functional Experience & Expertise			
3	<p>Average Asset under Management from Investment Advisory services of Retirement Benefit Trusts (PF/Pension/Gratuity Trusts) during the last 3 Financial years ending on 31st March 2016.</p> <p>(i) if > or = Rs. 15,000 Cr :15</p> <p>(ii) if > or = Rs. 10,000 Cr and < Rs. 15,000 Cr : 10</p> <p>(iii) if > or = 5,000 Cr and < Rs. 10,000 Cr : 5</p> <p>(iv) if < 5,000 Cr : 0</p> <p>Please Tick at appropriate level</p>	15	
4	<p>Number of Central PSUs/State PSUs for which Investment Advisory services are being provided as on 31st March 2016.</p> <p>(i) if > or =15 : 15</p> <p>(ii) if > or = 10 and < 15 : 10</p> <p>(iii) if > or = 5 and < 10 : 5</p> <p>(iv) if < 5 : 0</p> <p>Please Tick at appropriate level</p>	15	
5	<p>Total number of years of experience in retirement trust Investment management/ advisory (as defined under eligibility criteria) as on March 31, 2016</p> <p>(i) if > or = to 15 years : 15</p> <p>(ii) if > or =10 years and < 15 years :10</p> <p>(iii) if > or = 5 years and < 10 Years : 5</p> <p>(iv) if < 5 Year : 0</p> <p>Please Tick at appropriate level</p>	15	

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6	<p>Number of Retirement Trusts for whom Investment Advisory Services have been provided for 3 consecutive years as on 31st March 2016.</p> <p>(i) if > or =15 : 15</p> <p>(ii)if > or = 10 and < 15 : 10</p> <p>(iii) if > or = 5 and < 10 : 5</p> <p>(iv) if < 5 : 0</p> <p>Please Tick at appropriate level</p>	15	
7	<p>Number of in house ALM (Asset Liability Management) study undertaken for Retirement Trust Funds.</p> <p>(i) if > = 50 : 05</p> <p>(ii)if > or = 25 and < 50 : 3</p> <p>(iii) if < 25 : 0</p> <p>Please Tick at appropriate level</p>	5	
8	<p>Number of portfolio restructuring exercise successfully executed for Retirement Trust Funds.</p> <p>(i) if > = 5 : 5</p> <p>(ii)if > or = 1 and < 5 : 3</p> <p>(iii) if < 1 : 0</p> <p>Please Tick at appropriate level</p>	5	
9	<p>Number of Members in Investment Advisory Team with valid NISM Certification for rendering investment advice.</p> <p>(i) if > = 10 : 5</p> <p>(ii)if > or = 5 and < 10 : 3</p> <p>(iii) if < 5 : 0</p> <p>Please Tick at appropriate level</p>	5	

10	<p>Avg. years of relevant post-qualification experience of Investment Advisory Team as on 31st March 2016.</p> <p>(i) if > = 10 Years : 5</p> <p>(ii) if > or = 5 and < 10 Years : 3</p> <p>(iii) if < = 5 Years : 0</p> <p>Please Tick at appropriate level</p>	5	
Research experience			
11	<p>No. of years of Interest Rate Research experience (interest rate research calls to be shared)</p> <p>(i) if > or = to 10 : 5</p> <p>(ii) if > or = 5 and < =9 : 3</p> <p>(iii) if < 5 : 0</p> <p>Please Tick at appropriate level</p>	5	
12	<p>No. of years of Equity Research experience (Research report to be shared)</p> <p>(i) if > or = to 10 : 5</p> <p>(ii) if > or = 5 and < =9 : 3</p> <p>(iii) if < 5 : 0</p> <p>Please Tick at appropriate level</p>	5	
Total		100	

Authorised Signatory



ANNEXURE-III

PRICE BID

Particular	Amount (In Figures)	Amount (In words)
Investment Advisory fee on per Annum Basis (in Rupees)		

Note:-

- I. The fees quoted shall be exclusive of all taxes and duties.
- II. The payment against the contract shall be released on the quarterly basis (1/4th of the contracted annual investment advisory fee at the end of the quarter, subject to satisfactory performance of duties as per this RFP)
- III. **If a firm quotes NIL charges or consideration, the bid shall be treated as unresponsive and will not be considered.**

Authorised Signatory

