

REQUEST FOR PROPOSAL (RFP)

FOR

ENGAGEMENT OF SCHEDULED COMMERCIAL
BANK FOR PROVIDING BANKING SERVICES TO
SPMCIL EPF TRUST FORMED UNDER EMPLOYEES
PROVIDENT FUND & MISCELLANEOUS PROVISIONS
ACT 1952.

(RFP No. SPMCIL/EPF/1952/15-16/1)



एसपीएमसीआईएल कर्मचारी भविष्य निधि ट्रस्ट

SPMCIL EMPLOYEES PROVIDENT FUND TRUST

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RFP DOCUMENT FOR ENGAGEMENT OF SCHEDULED COMMERCIAL BANK FOR PROVIDING BANKING SERVICES TO SPMCIL EPF TRUST FORMED UNDER EMPLOYEES PROVIDENT FUND & MISCELLANEOUS PROVISIONS ACT 1952.

1. INTRODUCTION

1.1 Security Printing and Minting Corporation of India Limited (SPMCIL) was formed on Jan 13, 2006 as a company with limited liability under Indian Companies Act 1956 pursuant to the decision of the Union Cabinet dated 02nd September 2005 for Corporatization of the nine units consisting four Security Presses, four India Government Mints and one Security Paper Mill under the Department of Economic Affairs, Ministry of Finance. All the Assets and liabilities of these nine units were transferred to SPMCIL in Feb. 2006.

SPMCIL has an asset base of Rs.7332 crores and profit after tax of Rs.214 crore during the financial year ending 31.03.2014. The Company is under the administrative control of Department of Economic Affairs, Ministry of Finance. It is headed by Chairman and Managing Director. All the nine units of SPMCIL headed by General Managers are industrial organizations and are regulated in accordance with the labour laws and directions of Government issued from time to time. Details of the products and Units are available at website www.spmcil.com.

Consequent to transfer of assets and liabilities to the newly formed corporation, a tripartite meeting was held between representatives of various unions of employees of all the nine units consisting of Security Presses, Mints and Security Paper Mill, Government of India and SPMCIL and a tripartite agreement was entered amongst them on 15th September, 2008. Thereafter "SPMCIL Employees Provident Fund Trust" was created by SPMCIL to maintain Provident Fund Account accumulations of:

1. Employees who have opted for prorata pension from Government and
2. Direct recruits of the Corporation.

In addition to SPMCIL EPF Trust, two Trusts namely SPMCIL PF Trust and SPMCIL Employees Pension Fund Trust have also been created by SPMCIL to take care of Pension and PF accumulations of Combined Optees Employees in accordance with the government scheme.

SPMCIL has obtained the relaxation from Employees Provident Fund Organization, Delhi to maintain the above mentioned Trust vide order No. E/OL/36036/rel/1079 dated 04.12.2009 and got exemption from Income Tax Authority vide letter no. CIT-

III/HQ/Provident Fund/2010-11/2550 dated 23.12.2010.

SPMCIL Employees Provident Fund (EPF) Trust has Corpus of Rs 520.34 Crores with member's strength of approximately 9000 as on 31.03.2014. The Accounts of the Trust are being maintained in-house and final processing of all cases of EPF Advance/Withdrawal or Settlement is being done centrally from Corporate Office at New Delhi received from different nine units and corporate office of SPMCIL. Investment of surplus funds is also being carried out centrally at New Delhi in accordance with the investment pattern prescribed by Ministry of Labour from time to time.

SPMCIL EPF Trust has engaged HDFC Bank Limited as the bankers of the Trust from 01.04.2010 and now the Board of Trustees during its 24th meeting held on 27th April 2015 at Corporate Office, New Delhi desired to engage banking company through the process of open tender to get maximum yield on its liquid funds parked at saving bank account with HDFC Bank in addition to other services/facilities being provided by the HDFC Bank Limited to SPMCIL EPF Trust.

The engagement of Banking company will be initially for a period of two years i.e. w.e.f. 01.08.2015 to 31.07.2017 which can be extended for further period of one year on the basis of satisfactory services of the bank to SPMCIL EPF Trust as decided by the Board of Trustees of SPMCIL EPF Trust.

2. AVAILABILITY OF RFP

The RFP document is available at SPMCIL's website www.spmcil.com

Prospective Banking Companies, fulfilling the eligibility criteria and scope of services as mentioned at point no 4 & 5, desirous of participating in this RFP may view and download the RFP document at free of cost from the above mentioned website.

However they need to submit the RFP fee of Rs. 500/- (Rupees Five Hundred only) through demand draft / pay order from a schedule commercial bank drawn in favour of SPMCIL, payable at New Delhi along with the RFP.

3. IMPORTANT DATES:

Date of publication	:	18.06.2015 at SPMCIL's website www.spmcil.com
Start of Sale/download of RFP Document	:	18.06.2015
RFP submission date	:	20.07.2015 at 11.00 Hrs
Opening of RFP Documents (Eligibility & Scope of Services)	:	20.07.2015 at 11:30 Hrs

4. ELIGIBILITY CRITERIA:

- a) The Banking Company should hold Notification/Certificate of Schedule Commercial Bank issued by Reserve Bank of India (RBI).
- b) The Banking Company should have Profits in the immediately preceding three financial years.
- c) The Banking Company should have Capital to Risk Weighted Assets ratio of 9% or mandated by prevailing RBI norms whichever is higher in the preceding financial year.
- d) The Banking Company should not have net non-performing assets of more than 4% of the net advances in the preceding financial year.
- e) The Banking Company should have minimum net worth of not less than of Rs 200 crores in the preceding financial year.
- f) The Banking Company should have a Saving Bank Account/Deposit Account of at least one Provident Fund Trust of Government Institution or have a Saving Bank Account/Deposit Account of any Public Sector Undertaking.
- g) The Banking Company should hold a valid PAN, Service Tax Registration number and valid renewed certificate of Schedule Commercial Bank issued by Reserve Bank of India. Attach Xerox copies of PAN, Service Tax Registration number and valid renewed certificate of Schedule Commercial Bank issued by Reserve Bank of India.
- h) The Banking Company shouldn't have been black listed/debarred by any institution of the Central or State Government. Attach a self-certificate in this regard.

5. SCOPE OF SERVICES:

- a) The Banking Company will provide best in class interest rates on the liquid funds parked on saving bank account of the Trust and the banking company should have a past record of offering best interest rates on liquids funds parked on saving bank account after de-regulations of saving bank account's interest rates by the RBI in the month of October, 2011 to its clients.

- b) The saving bank account will be opened at the nearest Branch of the Bank from the premises of Corporate Office of SPMCIL situated at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi and Bank should have a branch in National Capital Region of Delhi.
- c) The Banking Company will provide free cheque/RTGS/NEFT requests pick-ups facility from the Corporate Office of SPMCIL twice in a day to the Trust.
- d) The Banking Company will provide free Demand Drafts/Pay Orders/RTGS/NEFT/Net Banking & cheque collection facility to the Trust.
- e) The Banking Company will provide Monthly Statement of the bank account by post.
- f) Any banking services other than the above mentioned services relating to the operation of saving bank account required by the Trust shall be provided at free of cost to the Trust.

6. RFP SUBMISSION:

- a) The RFPs can be submitted through a sealed envelope superscripted **“RFP for Engagement of Schedule Commercial Bank for providing Banking Services to SPMCIL EPF Trust formed under Employees Provident Fund & Miscellaneous Provisions Act,1952”**.

The envelope should contain two envelopes as per two-bid system:

Envelop no.1 shall contain techno - commercial details about qualification in support of eligibility criteria, acceptance of scope of services and the RFP fee of Rs. 500/- (Rupees Five Hundred only) through demand draft / pay order from a schedule commercial bank drawn in favour of **SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED**, payable at New Delhi and

Envelop no.2 shall contain the rate of interest to be offered by the Bank on liquid funds to be parked in Saving Bank Account on an average balance of Rs One crore to Five crores and above Rs Five crores. The rate of interest shall be in four decimal points.

- b) The sealed envelope may be addressed to **“The Member Secretary, SPMCIL Employees Provident Fund Trust -1952”** and submitted by 20.07.2015 at 11:00 Hrs at the following address:

The Member Secretary,
SPMCIL Employees Provident Fund Trust-1952,
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi-110001
Email id: ashu.kakkar@spmcil.com

- c) Response to this RFP should be received by the above date and time, beyond which the responses will not be considered. However, in case the said date is declared a holiday, the RFP Responses will be received on the next working day by the time mentioned above.

7. OPENING OF RESPONSES:

The responses to RFP will be opened on 20.07.2015 at 11:30 Hrs in the presence of Banking Company representatives (one per company).

8. EVALUATION OF RESPONSES TO RFP:

The Technical Evaluation Committee (TEC) will first select the Banking Company/s on the basis of eligibility criteria and scope of services as mentioned at point no. 4 & 5 of this RFP document. The responses conforming to the eligibility criteria and scope of services will be considered for further evaluation. Decision of the TEC will be final and no communication/representation regarding the same will be entertained by SPMCIL EPF Trust.

The list of technically qualified Banking Company will be published on SPMCIL's website. The Banking Company who does not qualify the pre - qualifications will be summarily rejected and their interest rates bids on saving bank account contained in envelope no. 2 shall not be opened.

9. EVALUATION CRETERIA:

- a) The Banking Company/s, who will qualify on the basis eligibility criteria and scope of services as mentioned at point no. 4 & 5 of this RFP document, will be appointed on the basis of their interest rate bids on the liquid funds to be parked in Saving Bank Account on an average balance above of Rs Five crores contained in envelope no. 2. The Banking Company/s with highest interest rate offered on liquid funds to be parked in Saving Bank Account on an average balance above of Rs Five crores shall be engaged by SPMCIL EPF Trust.

- b) In case two or more banks offered the same rate of interest for the slab of above Rs Five crores, the bank who offered the higher interest rate for the slab of Rs One crore to Five crores will be appointed for parking the liquid funds of SPMCIL EPF Trust in saving bank account.
- c) The Board of Trustees of SPMCIL EPF Trust reserve the right to engage more than one banking company keeping in view of the interest rate offered by the bank on liquid funds to be parked in saving bank account of the Trust. Further, the Board of Trustees has a right to put an upper cap/limit for placing liquid funds with a particular Bank having specific reference to Net Worth and other credentials of the Banking Company.
- d) The decision of the Board of Trustees of SPMCIL EPF Trust will be final and banking company/s will be engaged only after the confirmation of the decision of the Board of Trustees in its meeting.

10. EMPANELMENT:

The Banking Company/s out of the technically qualified companies whose interest rates on saving bank account is H-1 as per the point no. 9 will be appointed for a period of two years i.e. w.e.f. 01.08.2015 to 31.07.2017, and this can be extended by another one year on the basis of satisfactory services of the bank to SPMCIL EPF Trust as decided by the Board of Trustees of SPMCIL EPF Trust.

11. GENERAL TERMS & CONDITIONS:

- a) The bidder shall bear all costs associated with the preparation and submission of the bid, and SPMCIL EPF Trust, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b) The bidder is expected to examine all instructions, forms, terms and scope of work in the bid document. The Request for Proposal (RFP) together with all its attachments thereto, shall be considered to be read, understood and accepted by the bidders. Failure to furnish all information required by the Tender document or submission of a bid not substantially responsive to the Tender documents in every respect will be at bidder's risk and may result in the rejection of his bid.
- c) A prospective bidder requiring any clarification of the Tender Document may notify SPMCIL EPF Trust in writing or by fax or e-mail. SPMCIL EPF Trust will respond to any request for clarification of the Tender document which it receives not later than

03 days prior to the deadline for the submission of bids prescribed by SPMCIL EPF Trust. SPMCIL EPF Trust's response (including an explanation of the query but without identifying the source of the query) will be hosted on SPMCIL website.

d) AMENDMENT OF TENDER:

- i. At any time prior to the bid due date, SPMCIL EPF Trust may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document.
- ii. The amendment will be hosted on SPMCIL website and intimation shall be sent to all prospective bidders and will be binding on them.
- iii. In order to afford prospective bidders, reasonable time in which to take the amendment into account in preparing their bids, SPMCIL EPF Trust may, at its discretion, extend the bid due date.

e) DOCUMENTATION

- i. Bidder shall submit documentary evidence in the form certified copy of net worth, profitability, NPA etc. duly certified by Chartered Accountant/CA Firm in support of above technical bid evaluation criteria.
- ii. Bidder shall submit Audited Financial Statements, including Balance Sheets, Profit & Loss Account for last three preceding financial years in support of above technical bid evaluation criteria.
- iii. Following formats are to be submitted by bidder along with the bid:
 - (i) Annexure - I "INTEREST RATE BID ON LIQUID FUNDS PARKED IN SAVING BANK ACCOUNT"
 - (ii) Annexure - II "BIDDER'S DETAIL FORM"
 - (iii) Annexure - III "DECLARATIONS".
 - (iv) Annexure - IV "DECLARATIONS-II".

f) Responses submitted by telex/telegram/fax/e-mail etc. shall not be considered.

g) Conditional responses shall not be accepted on any ground and shall be rejected straight away. If any clarification is required, the same should be obtained before the submission of RFP document.

h) Bidder(s) are advised to quote strictly as per terms and conditions of the tender document and not to stipulate any deviations/exceptions. SPMCIL EPF Trust will appreciate submission of offer based on the terms and conditions in this tender to

avoid wastage of time and money in seeking clarifications on technical and commercial aspects of the offer.

- i) SPMCIL EPF Trust reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- j) SPMCIL EPF Trust reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- k) After the successful Bidder has been notified that his Bid has been accepted, SPMCIL EPF Trust will send to such bidder a Letter of Acceptance (LOA) incorporating the agreed terms and conditions.
- l) SPMCIL EPF Trust will send the LOA to the successful bidder, who, within 7 days of receipt of the same, shall sign and return it to SPMCIL EPF Trust, in token of acceptance of the contract.

12. APPLICABLE LAW

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**INTEREST RATE BID PROFORMA ON LIQUID FUNDS PARKED IN SAVING BANK
ACCOUNT**

Amount	Quoted Interest Rate (in four Decimals)
Above Rs Five Crores	
Rs One crore to Rs Five Crores	

Signature of the Authorized Signatory

Date:

Place:

Name _____

(SEAL OF THE BANKING COMPANY)

NOTE:

1. The selection of the Banking Company will be based on the rate offered for the slab of above of Rs Five crores.
2. In case two or more banks offered the same rate of interest for the slab of above of Rs Five crores, the bank who offered the higher interest rate for the slab of Rs One crore to Rs Five crores will be appointed for parking the liquid funds of SPMCIL EPF Trust in saving bank account.
3. The Board of Trustees of SPMCIL EPF Trust reserve the right to engage more than one banking company keeping in view of the interest rate offered by the bank on liquid funds to be parked in saving bank account of the Trust. Further, the Board of Trustees has a right to put an upper cap/limit for placing liquid funds with a particular Bank having specific reference to Net Worth and other credentials of the Banking Company.
4. The decision of the Board of Trustees of SPMCIL EPF Trust will be final and banking company/s will engage only after the confirmation of the decision of the Board of Trustees in its meeting.

Accepted

Signature of the Authorized Signatory

Date:

Place:

Name _____

(SEAL OF THE COMPANY)

BIDDER'S DETAIL FORM

Sr. No	Description of Information	Response by Bidders
1	Name of the Banking Company	
2.	Complete address of Regd. /Head Office i)Postal ii) Telegraphic/ Telex iii)Telephone/ Fax iv)E-mail	
3.	Former name of the firm (if any)	
4.	Type I) Private Ltd. Co. :ii) Public Ltd. Co iii) Govt. owned Co.	
5.	Nearest Branch Name and its address from the premises of corporate office of SPMCIL situated at 16 th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.	
6.	Whether all technical particulars, etc., are furnished and filled in all schedules, annexure, etc. to the tender documents.	

Signature of the Authorized Signatory

Date:

Place:

Name _____

(SEAL OF THE BANKING COMPANY)

ANNEXURE - III**DECLARATIONS-I****Description:** Declaration to be submitted by bidder

Sr. No.	Declaration Type	Whether Banking Company is fulfilling eligibility criteria or not (Yes or No)	Supporting Documents Attached or not (Yes or No)	Nature of Supporting Documents to be attached.
1.	Banking Company should hold Notification/Certificate of Schedule Commercial Bank issued by Reserve Bank of India.			Certified Copy of Notification/ Certificate issued by RBI.
2.	Banking Company should have Profits in the immediately preceding three financial years.			Copy of Balance Sheet and Profit & Loss Account duly certified by Chartered Account/ CA Firm.
3.	Banking Company should have Capital to Risk Weighted Assets ratio of 9% or mandated by prevailing RBI norms whichever is higher in the preceding financial year.			Copy of Capital to Risk Weighted Assets ratio of the Bank or prevailing ratio prescribed by RBI duly certified by Chartered Account/ CA Firm.
4.	The Bank should not have net non-performing assets of more than 4% of the net advances in the preceding financial year.			Copy of Net Performing Assets of the bank duly certified by Chartered Account/ CA Firm.
5.	The Bank should have minimum net worth of not less than of Rs 200 Crores in the preceding financial year.			Copy of Net Worth of the Bank duly certified by Chartered Account/ CA Firm.

6.	The Banking Company should have a Saving Bank Account/ Deposit Account of at least one Provident Fund Trust of Government Institution or have a Saving Bank Account/Deposit Account of any Public Sector Undertaking.			Certificate by the Banking Company mentioning the name of atleast one Provident Fund Trust of Government Institution or name of atleast one Public Sector Undertaking of which the banking company have saving bank account/deposit account.
7.	The Banking Company should hold a valid PAN, Service Tax Registration number and valid renewed certificate of Schedule Commercial Bank issued by Reserve Bank of India. Attach Xerox copies of PAN, Service Tax Registration number and valid renewed certificate of Schedule Commercial Bank issued by Reserve Bank of India.			Copy of PAN, Service Tax Registration Number and valid renewed certificate of Schedule Commercial Bank issued by Reserve Bank.
8.	The Banking Company shouldn't have been black listed/debarred by any institution of the Central or State Government.			Self-Certification by the Banking Company that the company has not been black listed/ debarred by any institution of the Central or State Government.

Signature of the Authorized Signatory

Date:

Place:

Name_____

(SEAL OF THE BANKING COMPANY)

DECLARATIONS-II**Description:** Declaration to be submitted by bidder

Sr. No.	Declaration Type	Acceptance
1.	No Deviation Declaration	This is to certify that our offer is exactly in line with your tender enquiry. This is to certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.
2.	Undertaking (Terms & conditions)	We hereby undertake that we have studied and understood all the terms and conditions as mentioned in tender document and we agree to abide by the same unconditionally. We have capacity to quote interest rates on saving bank account as per terms & conditions of bid document.
3.	Acceptance of Scope of Services	We hereby undertake that we accept to offer all the services as mentioned at point no.5 of this RFP document without any terms and conditions.
4.	Relevant information	It is declared that the information furnished with the Bid documents is correct in all respect.

Accepted

Signature of the Authorized Signatory

Date:

Place:

Name_____

(SEAL OF THE BANKING COMPANY)

ANNEXURE - V**DETAILS OF UNITS SPMCIL**

Sr. No.	Unit	Establishment Code	Address
1	Corporate Office, New Delhi	DL/CPM/36036	16 th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.
2	India Government Mint, Mumbai	MH/BAN/127923	Shaheed Bhagat Singh Road, Fort, Mumbai - 400023, Maharashtra.
3	India Government Mint, Hyderabad	AP/HYD/61407	IDA, Phase II, Cherapally, P.B. No. 10, H.C.L. (PO) R.R. District, Hyderabad - 500051, Andhra Pradesh.
4	India Government Mint, Noida	MR/NOI/4422	D-2, Sector - 1, Post Box No. 78, Noida - 201301, Uttar Pradesh.
5	India Government Mint, Kolkata	WB/CAL/60762	Alipore, Kolkata - 700053, West Bengal.
6	India Security Press, Nashik	KD/NSK/54459	Nashik Road - 422101, Maharashtra.
7	Currency Note Press, Nashik	KD/NSK/54396	Jail Road, Nashik Road - 422101, Maharashtra.
8	SPP, Hyderabad	AP/HYD/73499	Mint Compound, Saifabad, Hyderabad - 500063, Andhra Pradesh.
9	Bank Note Press, Dewas	MP/IND/14737	Dewas - 455001, Madhya Pradesh.
10	Security Paper Mill, Hoshangabad	MP/BPL/1494	Hoshangabad - 461005, Madhya Pradesh.