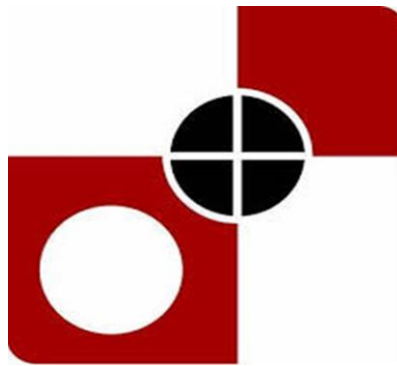


**TENDER FOR APPOINTMENT OF INVESTMENT ADVISOR FOR
SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD
RETIREMENT BENEFIT FUNDS TRUST**



16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi-110001.

Website:www.spmcil.com

SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

E-TENDER NOTICE No: SPMCIL/Corporate Office New Delhi/Purchase/1/22-23/ET/114[Investment Advisor]

E-Tender for Engagement of Investment Advisor for SPMCIL Retirement Benefit Fund Trusts (National Competitive Bidding - Two Bid)

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. SPMCIL intends to appoint Investment Advisor to provide advisory services for retirement benefits trusts of the company. Applications are invited from SEBI Registered Investment Advisors/Portfolio Managers duly fulfilling the qualifications as specified in our Tender Notice.

Firms fulfilling eligibility criteria mentioned in the tender documents only shall apply through e-tender. The willing firms may apply through e-Tender portal on [MSTC E-Commerce \(mstcecommerce.com\)](http://MSTC E-Commerce (mstcecommerce.com)) for Event No. **SPMCIL/Corporate Office New Delhi/Purchase/1/22-23/ET/114[Investment Advisor]**. Last date & time of receipt of tender is 23.08.2022 up to 03:15 PM. Tender shall be opened on the same day at 03.30 P.M. Detailed terms & conditions of the tender documents can also be seen at the SPMCIL's website " www.spmcil.com".

Tender must be submitted strictly in accordance with the terms and conditions and technical specification in Tender.

Place: New Delhi

Date: 21.07.2022

Manager (Materials)

E-Tender for Engagement of Investment Advisor for SPMCIL Retirement Benefit Fund Trusts

A. General Instructions for Bidding

- (1) The bidders are requested to submit their proposals incorporating qualifying criteria and price bid as per Annexure attached herewith.
- (2) The bid proposal (Two bid - Technical Bid and Price Bid) may be submitted through e-Tender portal on [MSTC E-Commerce \(mstcecommerce.com\)](http://mstcecommerce.com) for Event No. **SPMCIL/Corporate Office New Delhi/Purchase/1/22-23/ET/114[Investment Advisor]**.
- (3) The fees quoted should exclude all taxes.
- (4) The fee quoted shall be firm for the period of the contract.
- (5) The validity of bids should be for a minimum period of 90 days from the date of opening of Technical Bid. The firm shall quote the price in financial/price bid only. No price is to be mentioned in technical bid.
- (6) 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.
- (7) 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.
- (8) Incomplete proposals and proposal submitted after due date and time or proposals not submitted in the prescribed formats will be summarily rejected.
- (9) 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 or SEBI Registered Investment Advisor. A copy of the Registration Certificate should be

enclosed.

2. Bidder should have experience of at least 2 years under Advisory/PMS Services registration under SEBI Investment advisers regulation on the last date of submission of application.

3. Bidder should have Asset under Advisory (AUA) above Rs. 1000 crore as on the last date of submission of application.

4. 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.

5. 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 engaged by SPMCIL.

C. 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.

D. Evaluation Methodology & Award of Tender

Initially the Technical Bid will be opened. The Price Bid of only those bidders who meet the eligibility criteria shall be considered. The date of price bid shall be informed to technically qualified firms. The contract shall be awarded to L1 Firm.

Evaluation of financial bid

- a) Evaluation shall be done on the basis of all-inclusive cost.
- b) In case the L1 firm is non MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm matches the L1 price, order will be placed on MSE firm. However in case MSE firm does not match the price of L1 firm, the next lowest offer of MSE firm within the range of L1+15% will be asked to match the price of L1 and so on. In case no MSE firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.
- c) The bidder who quoted the lowest price as per SEBI guidelines on fixed fees will be appointed as Investment Advisor for Retirement benefit fund trust of SPMCIL.
 - 1. In case of tie-in price bid, the entity which has provided advisory services to more PSUs/Govt shall be ranked above the entity with lower experience of PSUs/Govt during last 5 years as on the last date of submission of application.
 - 2. In case of further tie, ranking shall be done on the basis of Asset under advisory as on the last date of submission of application.

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 3% 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.

i. SPMCIL reserves the right to appoint one or more investment advisors.

j. **Earnest Money Deposit (EMD)** - EMD amount is Rs 8,850/-. EMD can be submitted to 'Security Printing and Minting Corporation of India Limited' payable at New Delhi in the form of Demand Draft/Term Deposit Receipt/Online payment through e-tender portal. Bidders must upload scanned copy of EMD as applicable (unless an online payment is being done for which supporting document is to be enclosed) and original copy of such scanned uploaded document must reach in original to the designated officer Mr. Ravi Prakash Yadav, Manager (Materials), SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 through post or by hand so as to reach within 5 days' time of tender opening.

EMD shall be exempted as per Govt. guidelines for MSE & Start-up firms.

**General Information for Engagement of Investment Advisor for SPMCIL
Retirement Benefit Fund Trusts**

[The bidder 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 Bidder(s):

Date:

No. of documents attached

PRICE BID

Particular	Amount (In Figures)	Amount (In words)
Investment Advisory fees on Fixed per Annum Basis as per SEBI guidelines dated 23.09.2020 (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