

CONTAINER CORPORATION OF INDIA LTD.

Retirement Benefit Trusts CONCOR Bhawan, C-3, Mathura Road, Opposite Apollo Hospital, New Delhi-110076 EOI NOTICE

(2) EOI for Engagement of Investment Consultant for CONCOR Retirement Benefit Fund Trusts

Container Corporation of India Ltd. (CONCOR) is a Navratna PSU under Ministry of Railways. Details about company, its units are available at our website www.concorindia.com. CONCOR intends to appoint Investment Consultant to provide advisory services for retirement benefit trusts of the company (PF Trust, Gratuity Trust and Medical Trust). Applications are invited from SEBI Registered Portfolio Managers/Investment Advisors duly fulfilling the qualifications as specified in our EOI.

Firms fulfilling eligibility criteria mentioned in the EOI documents only shall apply. The willing firms may send their application along with the documentary evidences to be addressed to Treasurer (Trust), CONCOR Bhawan, C-3, Mathura Road, Opp. Apollo Hospital, Near Jasola Metro Station, New Delhi-110076. Last date & time of receipt of EOI is **25.07.2018 up to 10:00 AM. EOI shall be opened on the same day at 11:30 AM** in the presence of representatives of intending firms. Detailed terms & conditions of the EOI documents can be seen at the CONCOR's website "www.concorindia.com".

RFP documents can be downloaded from the website also.

Bids must be submitted in a sealed cover super-scribed "**EOI for Engagement of Investment Consultant for CONCOR Retirement Benefit Fund Trusts**" strictly in accordance with the terms and conditions and technical specification in EOI.

Place: New Delhi

Date: 04-07-2018

-Sd-
G B Dash,
GGM(F&L)/ Treasurer (Trust)

(3) GENERAL TERMS & CONDITIONS

- (i) The bidders are requested to submit their quotations incorporating qualifying and other criteria as per Annexure I and price bid as per Annexure II attached herewith.
- (ii) The bid quotation should be submitted to Container Corporation of India Ltd.(CONCOR) latest by 10:00 a.m. on or before 25.07.2018 at the address given below:
Treasurer (Trust), CONCOR Bhawan, C-3, Mathura Road, Opp. Apollo Hospital ,Near Jasola Metro Station, New Delhi-110076.
- (iii) A Pre-Bid meeting shall be held on 18.07.2018 at 15:00 hrs at CONCOR Bhawan C-3, Mathura Road, Opp. Apollo Hospital ,Near Jasola Metro Station, New Delhi-110076.
- (iv) The bids must be submitted in a sealed cover envelope superscribed “EOI for Engagement of Investment Consultant for CONCOR Retirement Benefit Fund Trusts”. The envelope should contain Annexure I and Annexure II both.
- (v) The fees quoted should be exclusive of all taxes.
- (vi) The bidder should submit the bid along with unconditional acceptance of the terms and conditions of EOI. Any conditional bid is liable for rejection.
- (vii) CONCOR reserves the right to accept or reject any of the proposal(s)/bid(s) received at its sole discretion without assigning any reasons whatsoever.
- (viii) Incomplete bid or bids received by CONCOR after due date and time or bids not submitted in prescribed formats, shall be summarily rejected.

- (ix) CONCOR reserves the right to cancel the EOI without assigning any reasons at any stage of the process.

4. ELIGIBILITY CRITERIA

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

- (a) The Bidder should be a valid SEBI registered Portfolio Manager as per SEBI (Portfolio Managers) Regulations 1993 or holding Investment advisory license as per SEBI (Investment Advisers) Regulations, 2013. **A copy of the Registration Certificate to that effect, should be enclosed.**
- (b) The bidder must have atleast 5 years relevant experience as on 31st March 2017, in managing/providing investment management/advisory service as SEBI registered Portfolio manager/Investment Advisor to retirement Benefit trusts as defined below:
 - (i) Provident Fund Trust regulated under EPF & MP Act- 1952 or,
 - (ii) 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 or
 - (iii) Retirement trust funds of Autonomous bodies, as covered with respect to their ministries.
- (c) The bidder must be managing/providing investment management/advisory service to atleast 05(Five) Provident Fund/Retirement Benefit Trusts of Central/State Public Sector Undertakings/autonomous bodies of Central/State Govt. as on 31st March 2017.
- (d) The minimum average Asset under Management/Advisory in Retirement Benefit trusts managed by the bidder during the last 03 financial years should be Rs 2000 Crores.
- (e) The net worth of the bidder should not be less than Rs 5 Crores as on March 31,2017 or as per the latest audited accounts, whichever is later.
- (f) The Directors and any other personnel of the entity should not have been found guilty of moral turpitude or convicted of any economic offense or violation of any financial sector laws during the last 5 years period.(A self-declaration should be attached.).

- (g) The Firm/Company should hold a valid PAN and GST number. Attach photo-stat copies of PAN & GST Registration No.
- (h) The Firm/Company shouldn't have been black listed/debarred by any institution of the Central or State Government. Attach a self-certificate in this regard.
- (i) At least 5 members should be on pay rolls in Investment Advisory Team with certification from National Institute of Securities Markets (NISM) as on 31st March 2017.

5. CONFLICT OF INTEREST:

Any investment dealer empanelled with CONCOR Trusts for sending investment quotations if selected as investment consultant shall be removed from list of investment dealers to avoid any conflict of interest. Further, the investment dealer should not participate directly or indirectly through any of his associated/affiliates in the investments of Trust funds if selected as investment consultant. Any conflict of interest arising during the working of investment consultant should be immediately reported to CONCOR by the consultant to ensure fair and transparent dealing. Non-disclosure of conflict of interest shall be treated as breach of contract and liable for action as per the laws in force.

6. PROFESSIONAL LIABILITY:

The consultant is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. In case the investment consultant fails to do so the same shall be treated as **professional misconduct** and breach of contract, making the consultant liable for action as per the applicable laws in force.

7. SCOPE OF WORK

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

- (1) To provide Investment Advisory services to CONCOR Retirement Benefit Trusts (PF, Gratuity Trust & Medical Trust) with the main goal of maximizing the return without compromising on safety.
- (2) Formulation of Investment Policy Document (IPD) in consultation with the trust, in order to establish a roadmap for future investments. The policy may cover the risk exposure limits for different issuer classes, in consonance with the investment pattern mandatory for provident funds and gratuity.
- (3) To assist the trusts in formulating an internal investment policy in line with the regulatory guidelines and considering the trust's investment philosophy.
- (4) To analyze the portfolio with respect to cash flows schedules, maturity profile, institution exposure, rating profile in line with the internal investment philosophy of the Trusts.
- (5) Undertaking of Asset Liability Management (ALM) to analyze the trust's liability profile and mapping the same with future investments.
- (6) To advise on better compliance of regulatory investment guidelines. This will include the compliances of guidelines of EPFO, MoL, MoF/DPE or any other applicable guidelines of Regulatory Authority.
- (7) Periodic reconciliation of investment data and cash inflows for the Trusts (through coupons, maturities and put/call options) in generated MIS reports with SGL and Demat Statements of the trusts.
- (8) To keep a check on rating profile and underlying portfolio on an ongoing basis and promptly advise the trusts on ratings (Rating Downgrades)
- (9) To keep the Trust informed 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.

- (10) To make available their in house capability to the trusts through daily/fortnightly newsletters.
- (11) Information on the performance of various Mutual Funds will also be provided periodically and advising through a well-documented investment/exit policy for the same.
- (12) To monitor the rating of Securities/debt papers on an ongoing basis and to advise the Trust on early warning signals based on ratings.
- (13) Identifying opportunities for portfolio restructuring with a view towards:
 - (a) Active Duration Management.
 - (b) Optimizing the returns obtained by the trust.
- (14) To designate atleast one suitable senior level executive as nodal person to make periodic interactions with the Trustees to make the investment advisory meaningful.
- (15) 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 short-listing 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.

The scope of work is indicative and not exhaustive and any addition or modification in scope of work may be done by Trustees from time to time.

8. Bid Evaluation Criteria

Quality and Cost based selection shall be the criteria for evaluation of bids and award of tender. Combined Bid Evaluation score for evaluating the Offers shall be as under:

Sr . No.	Particulars	Score
1	Technical Evaluation(80% weighted score)	Points scored
2	Financial Bid Evaluation(20% weighted score)	Points scored
3	Combined Bid Evaluation Score	Technical Score*80%+Financial Bid*20%
4	Ranking	Highest Scorer and so on

The bidder who obtains the highest score in the combined bid evaluation will be appointed as Investment Advisor for Retirement benefit fund trust of CONCOR (PF, Gratuity & Medical Trust).

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.

(A) Technical Evaluation Criteria for evaluating the technical offers received from interested parties for the appointment as Investment Consultant to CONCOR Retirement Benefit Trust funds.

Sr . No.	Criteria	Maximum Score
A	Net Worth of the Bidder as on 31.03.2017	10
i	If >25 Cr.	10
ii	If >10<=25 Cr.	06
iii	If >= 5<=10 Cr.	04
iv	If < 5 Crores	00
B	Number of years registered with SEBI as Portfolio Manager or as investment advisor as on 31.03.2017	10
i	If > 15 years	10
ii	If >= 10 years and <=15 years	06

iii	If \geq 05 years and $<$ 10 years	04
iv	If $<$ 5 years	00
C	Functional Experience & Expertise (C1+C2)	20
C1	Average Assets under Management as on 31st March 2017 from various retirement benefit trust(Provident Funds/Gratuity) for last 3 years	10
i	If $>$ 10000 Cr.	10
ii	If \geq 5000 Cr. \leq 10000 Cr.	06
iii	If \geq 2000 Cr. $<$ 5000 Cr.	04
iv	If $<$ 2000 Cr.	00
C2	Number of Central/State/PSU to whom formal investment advisory are being provided as on 31st March 2017	10
i	If $>$ 15	10
ii	If \geq 10 $<$ =15	06
iii	If \geq 5 $<$ 10	04
iv	If $<$ 5	00
D	Numbers of Members on pay rolls in Investment Advisory Team with certification from National Institute of Securities Management (NISM) as on 31st March 2017	10
i	If $>$ 15	10
ii	If \geq 10 $<$ =15	06
iii	If \geq 5 $<$ 10	04
iv	If $<$ 5	00
E	Structure of Interested Party	10
i	Listed Company	10
ii	Unlisted Company	05

Maximum/Total scores for Technical Evaluation is 60 points.

ANNEXURE-I

TECHNICAL PARAMETERS

Sr . No.	Particulars	Remarks
1	Name of the firm	
2	Nature of firm(Structure of Interested Party)	Private Ltd, Public Ltd., Listed/Unlisted etc.
3	Year of commencement of business by the firm	
4	Whether Registered with NSE and /or BSE	YES/NO
5	Whether the firm/company has been blacklisted for capital market activities. If blacklisted, please provide the details	YES/NO
6	Number of years as SEBI registered Portfolio Manager or as Investment advisor as on 31st March 2017	
7	Net Worth as on 31st March 2017 (Rs. In Cr.)	
8	Average Assets under Management from various retirement benefit trust(Provident Funds/Gratuity) for last 3 years: FY 2014-15(as on 31.3.15) FY 2015-16(as on 31.3.16) FY 2016-17(as on 31.3.17)	
9	Number of Central/State/PSU to whom formal investment advisory are being provided as on 31st March 2017. Kindly state the names of such Central/State/PSU also.	
10	Numbers of Members on pay rolls in Investment Advisory Team with certification from National Institute of Securities Management (NISM) as on 31st March 2017	

ANNEXURE-II

PRICE BID

Particulars	Amount (In Figures)	Amount(in words)
Investment Consultancy Fees on Per Annum Basis(In Rupees)		

NOTE:

1. The fees quoted should be exclusive of all taxes and duties. The taxes as applicable will be paid extra.
2. The payment against the contract shall be released on the quarterly basis (1/4th of the contract annual investment consultancy fee at the end of the quarter, subject to satisfactory performance of duties)
3. If a firm quotes NIL charges or consideration, the bid shall be treated as unresponsive and will not be considered.

Date:

Signature of the Authorized Signatory

LIST OF ENCLOSURES

1. For Technical Evaluation Criteria No. 2
Certificate of Registration as documentary proof along with proof of listing.
2. For Technical Evaluation Criteria No. 6
Registration Certificate as Portfolio Manager/Investment Advisor with SEBI.
3. For Technical Evaluation Criteria No. 7
A certificate from the Chartered Accountant in practice in support of the Net Worth as on 31st March, 2017 or Latest Audited Accounts as on 31st march, 2017.
4. For Technical Evaluation Criteria No. 8
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/Gratuity Trust) during last three financial years ending as on 31st March ,2017 (excluding assets of the Bidder & its Group Companies) Rs. In Crore:

FY	Average Assets in (Rs.. Crores)
2014-15(as on 31.3.15)	
2015-16(as on 31.3.16)	
2016-17(as on 31.3.17)	
5. For Technical Evaluation Criteria No. 9
Appointment letters / Fund management mandate of various Central/State PSU's for which Investment Advisory services are being provided as on 31st March,2017.
6. For Technical Evaluation Criteria No. 10
Copy of valid NISM(National Institute of Securities Market) Certificate of Members
7. Membership Certificate of any Stock Exchange.
8. Incorporation Certificate of the Company with the Registrar of Companies/ Other appropriate authority.
9. Power of Attorney in favour of the person submitting and signing the bid/offer.
10. Detailed particulars of the Directors and other top management including their stay with the Bidder as on 31st March,2017.
11. A Self-declaration that the bidder is not in any litigation with any of its clients.
12. A self-declaration that bidder has not been black listed by any Central/State Public ^{CONCOR} sector undertaking during the last 5 years.
13. 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. **All the documents in support of the information/data and as given in the list of enclosures must be signed by authorized signatory along with official seal of the firm.**

Confidentiality Agreement (To be signed on Stamp paper)

BETWEEN: M/s (Investment Consultant)

AND Container Corporation of India Ltd. (CONCOR)
CONCOR Bhawan, C-3, Mathura Road,
Opposite Apollo Hospital, Near Jasola Metro Station,
New Delhi- 110076

WHEREAS, the execution of contract for has been awarded to Investment Consultant by CONCOR, vide Letter of Assignment No. Dated, as per terms & conditions stated in the Letter of Assignment (Contract).

WHEREAS, IN ADDITION TO THE TERMS AND CONDITIONS STATED IN THE CONTRACT, CONSULTANT AGREES TO CARRY OUT THE PREPARATION OF, UNDER FOLLOWING CONDITIONS OF CONFIDENTIALITY AND NON DISCLOSURE:

1. CONCOR may have to pass on data/drawings/information etc. which is not in public domain related (name of Project) to Consultant in performance to the aforesaid job (Confidential Information).
2. Consultant will not disclose any Confidential Information (verbal or written)/data/drawing etc provided by CONCOR & pertaining to the study to any other person/ agency/organization etc under any circumstances and will maintain strict confidentiality about the study and related data. Further the report submitted to CONCOR will be the sole property of CONCOR. The obligations of the confidentially agreement do not apply in case of the following:
 - a. Which is in or, through no fault of Consultant or its employees, comes into public domain
 - b. Which was in the possession of Consultant prior to disclosure hereunder and
 - c. Was not acquired directly from CONCOR or
 - d. Which is furnished to Consultant rightfully by a third party who did not acquire it directly from CONCOR
3. Consultant will return back to CONCOR all documents/data/information/drawing/ electronic media etc pertaining to the study or otherwise in original after completion of the study & issue a certificate stating that all documents/copies/information/data related to study have been, returned back to CONCOR or Destroyed.
4. Consultant will safeguard all information pertaining to CONCOR from theft or loss. Further ~~CONCOR~~ Consultant would take same measures to protect the confidential information as in case of their own data.

5. If any study warrants disclosure of information pertaining to the study to any third party/agency by Consultant it shall be done so with the written permission of CONCOR and after entering into tri-partite Confidentiality agreement with the third party.
6. The period of this agreement shall be for 03 years from date of signing.
7. It is expressly understood and agreed that Govt. of Delhi is not a party to this agreement.
8. All information provided by CONCOR to Consultant pertaining to the study shall be used solely for CONCOR's interest for improving its productivity and shall in no way be used by Consultant for its own interest (Intellectual, Copyright, Licensing etc.).
9. Consultant would keep CONCOR indemnified up to the total contract value, in case of breach of confidentiality by Consultant.
10. In case of any conflict/dispute, the Jurisdiction shall be Delhi only.

Signed & Delivered for & on
Behalf of Consultant
Date
Place

Signed & Delivered for & on
Behalf of CONCOR
Date
Place

In presence of:

1.

1.

2.

2.