

ATOMIC ENERGY EDUCATION SOCIETY MUMBAI

(Autonomous Body under Department of Atomic Energy, Government of India)

AEES/ACCTS/PF/EOI/IA/2017 12522

27th July 2017

Sub: Inviting Expression of Interest (EOI) for appointment of Investment Adviser for AEES Employees Provident Fund


1. ATOMIC ENERGY EDUCATION SOCIETY having its office at A wing, AECS-6 Mumbai, Western Sector, Anushaktinagar, Mumbai-400094 invites expression of Interest (EOI) as per the enclosures latest by 1600 Hrs (IST) on 21st August 2017.
2. AEES Employees Provident Fund has been set up by AEES Mumbai, an autonomous body under Department of Atomic Energy for the custody, control and management of fund for Provident fund contributions of its employees received and withdrawal made as per statutory provisions and rules in this regard. The fund was set up on 5th September 1986 under Provident Fund Act'1925. The fund has a corpus of Rs.90.00 crores as on 31.3.2017.
3. Expression of Interest (EOI) from interested parties/bidders for empanelment in AEES EPF for the scope of work given in Annexure-I initially for a period of one year and further extendable based on performance and agreed terms and conditions.
4. Interested parties may submit their EOI for relevant Experience/Capability etc as per Technical criteria given in Annexure-II in one sealed envelope clearly super scribing on top of the envelope " **EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INVESTMENT ADVISOR FOR AEES EMPLOYEES PROVIDENT FUND**" .
5. Name of your organization, full address for correspondence and contact number shall be clearly mentioned on the envelope and submitted to :

Accounts Officer, AEES
AECS-6 ,A wing, Western Sector,
Anushaktinagar, Mumbai-400094.
6. EOI not received in AEES office by its due date and time shall be rejected.

7. Interested parties shall submit the EOI document in proforma given in Annexure II with required documents as specified in column 4.
8. Parties shall furnish the necessary documents along with EOI Annexure II (specified in column 4) to establish Firm's conformity to the eligibility criteria requirements as mentioned in EOI document.
9. All documents furnished by the firm in support of meeting the Eligibility Criteria shall be duly certified as specified in Annexure II of column 4 and wherever original sought.
10. Submission of authenticated and duly signed documents is the prime responsibility of the bidder.
11. Wherever AEES Employees Provident Fund has concern or apprehension regarding the authenticity/correctness of any document, AEES reserves the rights of getting the document cross verified from the document issuing authority.
12. AESEPF shall not be responsible for any cost or expenses incurred by the Interested Party in connection with the preparation or delivery of EOI, including cost and expenses related with visit to AEES.
13. AESEPF reserves the right to reject any or all EOI without assigning any reason whatsoever and to annul the EOI at any given time without any financial liability.
14. Any modification of EOI document (including amendments, due date extension, etc) which becomes necessary at any point of the time shall be sent to all the interested parties who have submitted their EOI.
15. Interested party who are qualifying in pre-eligibility criteria given in Annexure I shall collect the bid documents from AAO (PF) during the working hour on week days.

Further Clarification, if any can be obtained from Accounts Officer, AEES through Telephone 022-25506658 and through email: ao-aees@nic.in

Enclosure: As above


S K Malhotra 27/7/2017
Secretary, AEES

To

(as per list and to be published on AEES website)

Pre eligibility criteria for issue of Bid Documents:

1. Bidder Firm must have a SEBI Registration Certificate as "Investment Adviser" issued prior to 31.3.2016.
2. Net worth of Firm shall be minimum Rs.250 crores as of 31st March 2017
3. Firm must be registered under Companies Registration Act.
4. Investment advisory services provided to minimum 10 firms as on date of submission of bid.
5. Firm must have Assets under Investment Advisory Services of minimum Rs.250 crores.
6. Firm must have Assets under Equity portfolio Management services of minimum Rs.250 crores
7. Firm must have Minimum five member's team under Advisory team.
8. Team members shall have minimum 5 years experience as on date of submission of bid.
9. Firm shall have minimum A+ rating from CRISIL,ICRA or BRICS
10. Firm shall have Minimum 3 Remarkable honors which are achieved by firm for last five years.
11. Firm shall submit minimum Rs.5 lakh performance bond in the form Fixed Deposit in the name of AEES(E) Provident Fund A/c on receipt of confirmatory order.
12. Firm shall have PAN , Service Tax Registration Number and GST Registration Number.
13. The interested party should have a fully functional office at Mumbai/Navi Mumbai- Address proof such as Telephone/Electricity bill shall be provided.
14. Bidder should not have been barred or failed to honor any commitment related to capital market activities by any PSU.
15. The Directors and their personnel of the bidder should not have been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws.

Scope of work:

To provide Investment advisory services in line with the new investment pattern notified by Ministry of Finance, Department of Economic Affairs vide its OM no. 11/14/2013-PR dated 2nd March 2015 (copy enclosed) for Investment under category (iv)-Equity Related Investments out of total corpus of AEES.

1. To analyze the portfolio with respect to the portfolio return, maturity profile, institution exposure, rating profile, annualized yield, yield to maturity, etc.
2. To analyze the Trust's liability profile and mapping of the same with the trust's investment.
3. To assist in carrying out the investment process through its designated personnel.
4. To monitor the rating of debt papers on an ongoing basis and to highlight to Retirement benefit fund on early warning signals of an impending default.
5. To track trust's cash flow schedules and suggest on timing of investment taking into account the market conditions and expected interest rate scenario.
6. To undertake regular portfolio review and presentation to AEES Trustees.
7. To provide market valuation of AEES EPF portfolio on quarterly basis.
8. To make available software support in monitoring investments of AEES (E)PF.
9. To designate suitable executives to interact with AEES officials in timely manner weekly/fortnightly.
10. To designate a suitable senior level executive as a nodal personal to undertake regular interaction with the Trustees.