



परमाणु ऊर्जा शिक्षण संस्था

(भारत सरकार का स्वायत्त निकाय, परमाणु ऊर्जा विभाग)

ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

अणुशक्तिनगर / मुंबई, Anushaktinagar, Mumbai-400 094

AEES/ACCTS/PF/EOI/IA/2019/3333

Date: 22.11.2019

Sub: Expression of Interest (EOI) for appointment of Investment

Adviser for AEES Employees Provident Fund

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 Annexure-I latest by 1100 hrs (IST) on 6.12.2019.

2. AEES Employees Provident Fund has been set up by AEES, an autonomous body under Department of Atomic Energy Mumbai for the custody, control and management of Provident fund contributions of its employees received and withdrawals 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.116.41 crores as on 31.3.2019.
3. Expression of Interest (EOI) from interested parties/bidders for selection as Investment Adviser for AEES (E)PF for the scope of work given in Annexure-II 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 who are eligible as per criteria given in Annexure-I along with relevant documents and Annexure III for rate quoted in sealed envelope clearly super scribing on top of the envelope "EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INVESTMENT ADVISOR FOR AEES EMPLOYEES PROVIDENT FUND" along with FINANCIAL BID in a sealed envelope.
5. Name of your organization, full address for correspondence and contact number shall be clearly mentioned on the envelope and submitted to Secretary, 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 furnish the necessary documents along with EOI to establish Firm's conformity to the eligibility criteria requirements as mentioned in Annexure-I along with price bid in sealed envelope.
8. Submission of authenticated photocopies and duly signed documents wherever required is the prime responsibility of the bidder.
9. Wherever AEES Employees Provident Fund is 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.
10. AEES (E) PF 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.
11. AEES (E) PF 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.

Encl: As above

To


(P Lahiri)

Secretary, AEES

Eligibility criteria for issue of Bid Documents (Investment Adviser):

| Sr No | Particulars and documents required | Self attested Photocopy/ duly signed documents attached (Yes/No) |
|-------|--|--|
| 1 | Bidder Firm must have a SEBI Registration Certificate as "Investment Adviser" issued prior to 31.3.2019 and valid as on 6.12.2019. | |
| 2 | Net worth of Firm shall be minimum Rs.250 Crores as of 31 st March 2019 | |
| 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 and their names. | |
| 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 | Successful bidder is liable to submit minimum Rs.5 lakh performance bond in the form of 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 F No 11/14/2013-PR dated 2nd March 2015 (copy enclosed) for investment under various categories:

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 AEES's liability profile and mapping of the same with the AEES (E) PF investments.
3. To assist in carrying out the investment process through its authorized and capable 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.

SCHEDULE OF PRICES**(To be submitted by the bidder in sealed envelope separately)**

The Bidder shall have to quote Investment Advisory Fee on per annum basis (in Rs.)so as to arrive at competitive Prices in the following format:

| Description of Item | | Details (in Rs.) |
|---|---|------------------|
| Investment Advisory Fee on annual basis (all inclusive except Service Tax) | : | |
| Service Tax @ _____ Regn no. _____ GST No. _____ PAN No. _____ | : | |
| Total | : | |

N.B.:

- i) The Investment Advisory Fee[₹] quoted by the Bidder on per annum basis should be unconditionally firm throughout the contractual period,
- iii) The payment against the contract will be released on the completion of contract subject to satisfactory performance of the duties.
- iii) The payment shall be released within 30 days from the date of receipt of invoice addressed to Accounts Officer, Atomic Energy Education Society, Central Office, Western Sector, Anushaktinagar, Mumbai - 400 094 subject to certification of satisfactory performance from the Secretary, AEES.
- iv) No expenses other than Investment Advisory Fee as quoted, will be payable for the entire Scope of Work/deliverables.