



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/

Date:6.3-2020

TENDER NO: 26

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 Annexure-I latest by 1600 hrs (IST) on 26.3.2020.
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 5<sup>th</sup> September 1986 under Provident Fund Act'1925. The fund has a corpus of Rs.119.00 crores as on 20-2-2020.
3. Expression of Interest (EOI) from interested parties/bidders for empanelment in AEES EPF for the scope of work given in Annexure-II is invited 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 as per Technical criteria given in Annexure-I along with relevant documents 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" and a separate sealed envelope for financial bid as per Annexure III.
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 Annexure I (Prescribed) to establish Firm's conformity to the eligibility criteria requirements as mentioned in EOI document.
8. Submission of authenticated and duly signed documents is the prime responsibility of the bidder.

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9. 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.
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. 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.
12. 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.
13. Interested party who are qualifying as per the criteria given in Annexure I ,shall submit the bid documents to AAO (PF) during the working hours on week days.
14. Further Clarification, if any can be obtained from Accounts Officer, AEES through Telephone 022-25506658 and through email: ao-aees@nic.in

Encl: As above

Sd/-  
Secretary, AEES

Eligibility criteria to submit Bid Documents of 'Investment Adviser for Management of Provident Fund contributions of AEEs Employees):

1	Bidder Firm must have a SEBI Registration Certificate as "Investment Adviser" issued prior to 31.3.2019.	
2	Net worth of Bidder shall be minimum Rs.250 Crores as of 31st March 2019	
3	Bidder must be registered under Companies Registration Act.	
4	Investment advisory services provided to minimum 10 parties/customers as on date of submission of bid.	
5	Bidder must have Assets under Investment Advisory Services of minimum Rs.250 crores.	
6	Bidder must have Assets under Equity portfolio Management services of minimum Rs.250 crores	
7	Bidder 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	Bidder shall have minimum A+ rating from CRISIL,ICRA or BRICS	
10	Bidder shall have Minimum 3 Remarkable honors which are achieved by firm for last five years.	
11	Bidder shall have PAN and GST Registration Number.	
12	The interested Bidder should have a fully functional office at Mumbai/Navi Mumbai- Address proof such as Telephone/Electricity bill shall be provided.	
13	Bidder should not be under any obligations, loans or liabilities, Certificate to that effect shall be provided by bidder issued by his Chartered Accountant	
14	Bidder should not have been barred or failed to honor any commitment related to capital market activities by any PSU. Self Certificate to that effect shall be provided by bidder	
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. Certificate to that effect shall be provided by bidder.	

**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 2<sup>nd</sup> March 2015 (copy enclosed) for investments for the employees contributions under AEES(E) Provident fund :

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 personnel 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)	:	
Taxes if any GST No. _____ PAN No. _____	:	
<b>Total</b>	:	

N.B.:

- i) The Investment Advisory Fee quoted by the Bidder on per annum basis should be unconditionally firm throughout the contractual period,
- i) 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 - 400094 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.