

INDIA TRADE PROMOTION ORGANIZATION
(A GOVT. OF INDIA ENTERPRISES)
File NO 223/ITPOECPFTRUST/INVESTM/2015-16

Sub:- Request for Application / Expression of Interest for Empanelment of Arrangers/Brokers for Investment of funds of ITPO ECPF.

ITPO having its office at Pragati Bhawan, Pragati Maidan, New Delhi-110 001 manages its Employees Provident Fund Trust of more than 850 employees. The investment of CPF trust would be around Rs. 10.00 to 15.00 crores annually. The ITPO invites applications for the purpose of Empanelment of Arrangers / Brokers for Investment of Funds of ITPO trust. The Interested Primary Dealers/Arrangers/brokers those who are satisfying the Minimum Qualifying Criteria (MQC) and accepting the terms and conditions may submit their Application/ Expression of Interest (EOI).

Please ensure that the complete reply in all respect in requisite format with necessary enclosures is delivered on or before the due date & time i.e. 3.00 P.M. on 22.02.2016
All the envelopes should be indicating "Application / EOI for Empanelment of Arrangers for ITPO ECPF TRUST" shall be addressed to the undersigned:

(Gajraj Singh)
Deputy General Manager (Fin.)
ITPO, Pragati Bhawan
Pragati Maidan
New Delhi- 110001

Enclosures:

Annexure-1 : Minimum Qualifying Criteria (MQC)

Annexure-2 : Assessment Criteria

Annexure-3 : Terms and Conditions

Annexure-4 : Format of Application

Empanelment of arrangers: - The Minimum Qualifying Criteria for empanelment of arrangers are as under:

S.No.	Criteria	Minimum Qualifying Criteria (MQC)	Documents Required
1	Net Worth	Minimum Rs. 2 Crores	Copy of Annual Report, Certificate from a CA confirming Net Worth.
2	Turn Over	Average Minimum Rs. 10 Crores from secondary Debt market for last 3 years.	Copy of Annual Report, Certificate from a CA confirming Rs. 10.00 Corers Turnover (2012-13, 2013-14, 2014-15).
3	Registration Certificate with SEBI & BSE/NSE	Registration with SEBI and also with BSE or NSE or Both.	a)Copy of Registration Certificate with SEBI. b)Copy of Registration Certificate with BSE or NSE or Both.
4	Registration with NSCCL/ICCL	Registration with NSCCL or ICCL or Both.	Copy of Registration Certificate.
5	Experience in No. of Years	Minimum of 3 years in Business.	Certificate of Incorporation.
6	List of Clients	Minimum of 5 Gratuity/PF Trusts of Central/state PSUs (other than ITPO).	Copy of empanelment along with List of PSU.
7	PAN No.		

ASSESSMENT CRITERIA**A) ORGANISATIONAL SOUNDNESS**

S. No.	Criteria	Max. Total Marks	Range	Marks	Documents to be submitted as proof
1	Net Worth	20	= > 2 Crs. Upto 5 Crs. > 5 Crs. Upto 10 Crs. Above 10 Crs.	10 15 20	Certificate from CA , Audited Accounts of 2014-15 clearly showing Net worth.
2	Turn Over	20	= > 10 Crs. Upto 20 Crs. > 20 Crs. Upto 50 Crs. Above 50 Crs.	10 15 20	Annual Audited accounts of 2012-13, 2013-14, 2014-15 clearly showing the Turn over from Secondary Debt Market and Certificate from CA.
	Sub total	40			

B) TECHNICAL COMPETENCIES

4	Experience- No. of Years	15	= > 3 Yrs. Upto 5 Yrs. > 5 Yrs. Upto 10 Yrs. Above 10 Yrs.	5 10 15	Certificate of Incorporation.
5	No. of Clients – PF/ Gratuity Trusts	10	= > 5 Upto 10 > 10 Upto 20 Above 20	5 8 10	List of clients (other than ITPO) with supported document
6	Market Segment dealt with	15	Only Primary Market Only Secondary Market Both Primary and Secondary	10 10 15	Document of valid deal in each category
7	*Categories dealt with	20	Only Category – 1 Only Category – 2 Both Categories	10 10 20	

	Sub Total	60			
	TOTAL MARKS	100		100	

*Categories of Securities for the purpose of SL. No. 7 above

Category - 1 :- Government Securities

Category - 2 :- Corp. Bonds, PSU Bonds, Bank Bonds, State Guaranteed Bonds, Pvt. Sector Bonds

OTHER INFORMATION

The parties qualifying eligibility Criteria as per Annexure – 1 shall be assessed for the weight age specified under annexure – 2 and award marks. All the Primary Dealers, Who apply, shall be empanelled. Further, we may empanel top 20 arrangers based on the marks secured.

The Authority reserves the right to increase or decrease the size of empanelment without assigning any reason thereof.

TERMS AND CONDITIONS FOR EMPANELMENT WITH THE TRUSTS

1. SUBMISSION OF APPLICATION / EOI

Your application / EOI should be complete in all respects signed by authorised signatory without cutting.

2. ELIGIBILITY CONDITON

As per Annexure-1.

3. SELECTION PROCEDURE

For selection of Primary Dealers / Arrangers to be empanelled, the following procedure shall be adopted:

All the Primary Dealers, who apply, shall be empanelled. Arrangers meeting the Minimum Qualifying Criteria shall only be considered and top 20 arrangers based on the marks secured shall be empanelled.

4. PROCEDURE FOR DELISTING / PUTTING ON HOLD

On the occurrence of any eventualities listed below, Trust concerned shall have the power to immediately put on hold the defaulter for a period of six months to discourage the defaulters.

4.1 The reason for delisting / putting on hold could be :-

- a. Failure to fulfil the commitment of delivery of security.
- b. Failure to hold the price after the deal is confirmed.
- c. Any one of the mandatory condition of empanelment is no more fulfilled.
- d. Not responding to the enquiries (invitation for quotes) of the Trusts for one year.

4.2 Subsequently, if any arrangers repeated any one of the eventualities listed in Para 4.1 for one more occasion, the arranger may be permanently delisted from the arrangers list.

4.3 If the arranger approaches the trusts for considering his restoration of business, his request will be examined by the committee and after taking requisite assurance, the hold may be lifted by the Trust.

The performance of the arrangers will be reviewed Annually/Bi-annually and his continuance for further or otherwise will be decided accordingly.

5. INCOMPLETE APPLICATION / EOI

Incomplete application / EOI which do not contain all the information called for, are liable to be rejected.

6. CANCELLING THE APPLICATION / EOI

ITPO,ECPF Trust reserves the right to accept or reject any Application / EOI without assigning any reason thereof. **ACCEPTANCE OF TERMS AND CONDITIONS**

Empanelled arrangers shall be required to give their acceptance to our “Terms and Conditions” of doing business with ITPO E CPF Trust.

TIME PERIOD

The Empanelment of Primary Dealers / Arrangers for Investment of CPF Fund of ITPO shall remain valid for a period of 3 years from the date of empanelment. The Authority reserves the right to terminate / increase or decrease the period of empanelment without assigning any reason thereof.

7. ARBITRATION

Any dispute or difference, whatsoever arising between the parties out of or relating to the Application / EOI shall referred to the sole arbitration of the CMD/ED, ITPO whose decision shall be final, conclusive and binding.

8. AUTHORISED OFFICER

CMD/ED, ITPO, or any other officer nominated by them shall be the authorized officer with regard to the Application / EOI. The decision of the authorized officer shall be final and binding on the Primary Dealers / Arrangers.

9. Contact person

Deputy General Manager (Finance & Accounts)

FORMAT OF APPLICATION / EXPRESSION OF INTEREST FOR EMPANELMENT OF PRIMARY DEALER / INVESTMENT ARRANGERS

S.No.	Subject	Particulars (As per annexure 1 and 2)
1	Name of the Primary Dealer/ Arranger	
2	Contact Person, Address , Telephone, Mobile, Fax No. E-mail Address	
3	Net Worth	
4	Turnover (For last 3 years) 2012-13,2013-14,2014-15	
5	Registered with BSE or NSE or Both	
6	Registered with NSCCL or ICCL or Both	
7	Experience – No. of Years	
8	No. of Clients – PF/Gratuity trust (List of clients to be attached)	
9	Market Segment dealt with	
10	Acceptance of “Terms & Conditions”	

Date:

Place:

Signature with Seal

Authorized Person
Letter of Authorization to be attached

