

ITPO Employees Contributory Provident Fund Trust

Invitation for applications for empanelment as Arranger/ Agency for submission of quotations for Investments by ITPO Employees Contributory Provident Fund Trust

Applications/ requests for empanelment of arrangers/ agencies for submission of quotations for investments for the period 1st Apr., 2022 to 31st Mar., 2025 are invited by India Trade Promotion Organisation ECPF Trust (exempted) from eligible entities as detailed hereunder:

Scope of Service: Investment quotations and deals for ITPO ECPF Trust

Duration for completion of work: 3 years (1st April, 2022 to 31st March, 2025)

Last Date of application: 15.05.2022 (5:20 pm)

Application Documents can be viewed and downloaded from www.indiatradefair.com/tenders/listing

Applicants are requested to read the terms and conditions of this document before submitting their applications.

1. ELIGIBILITY CRITERIA

- 1.1. The Agency should have Registration with:
 - a. Securities and Exchange Board of India (SEBI)/ Reserve Bank of India (RBI)
 - b. Bombay Stock Exchange (BSE)/ National Stock Exchange (NSE)
 - c. or both
- 1.2. The agency should be in the business of dealing in securities as counterparty for Retirement Fund Trusts for at least five years ending before the last date of application.
- 1.3. The agency should have been empaneled with minimum 5 Retirement Trusts of Central/ State Govt. Organizations/ PSUs during FY 2021-22.
- 1.4. The Net Worth of agency should be at least Rs. 5 crores as per latest audited financial statements for year ended 31.3.2022 or 31.3.2021, as the case may be.
- 1.5. The agency must have traded in Secondary Debt Market Securities for the minimum value of Rs. 200 crores during the financial year ended 31.3.2022.
- 1.6. The agency should not have been blacklisted/ debarred by any Government Department/ Public Sector Undertakings (PSUs)

2. Terms & Conditions for Investments Quotations

- 2.1. Investment quotations/ bids shall be submitted only in respect of Securities, which are acceptable, in compliance with EPFO Investment Pattern as applicable to exempted Provident Fund Trusts read with any amendment(s) thereto.

In case, any quotation is submitted for securities which are not acceptable as per aforesaid para, the same shall be deemed to be the quotation with incorrect particulars and shall be dealt in line with conditions applicable for incorrect particulars.

- 2.2. No quotation/ bid shall be submitted in case, the agency is blacklisted by any PSU Trust or any Central/ State Govt. Entity/ Organization or any Regulator.

- 2.3. In case, any agency/ arranger who has submitted the quotations, subsequently withdraws his quoted bid (i.e. does not transact at quoted price) within bid validity period, the following procedure shall be applicable:

- i. For First Failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) till next three investment enquiries.
- ii. For Second such failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) for one year from the date of such failure.
- iii. For Subsequent failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) for three years from the date of such failure.

- 2.4. Conditions applicable for Incorrect Particulars:

- a. If particulars submitted along with quotation (or particulars submitted along with Deal, wherever ITPO ECPF Trust decides to invest in such quotation) are found to be incorrect, the agency may be required to explain the reasons for such wrong submission as and when asked by ITPO ECPF Trust.
- b. In case any particulars submitted along with Quotation (even if correction made in Deal Confirmation) or Deal Confirmation are found to be incorrect subsequent to execution of deal, ITPO ECPF Trust shall, at any time after such deal, reserve the right to execute a Reverse Deal (i.e. sale of security in case initial deal was for purchase of security(ies) or vice a versa) at the initial deal's price of security with same Arranger with whom initial deal was executed and such Arranger shall be liable to accept such reverse deal. In such cases, adjustment shall be made in respect of interest (at the rate of yield at which deal was executed) accrued between the period of Initial Deal and Reverse Deal. However, in cases where investment decision is not based on yield (like in case Equity or ABS where future cash flows are not final at the time of investment), the adjustment shall be made considering the annualized interest rate of 12% p.a.

- c. In case, such arranger does not accept to execute such reverse deal, the Arranger shall be blacklisted by ITPO EPF Trust (in addition to exercising other legal remedies at the discretion of ITPO EPF Trust) and no further bids shall be accepted in future from such Arranger.
 - d. However, no such action of Reverse Deal shall be taken wherever specific confirmation of acceptance of such corrections (i.e. mere signing of corrections done in the deal without such specific confirmation shall not be considered as correction communicated prior to deal) has been given by ITPO ECPF Trust in writing before signing of deal by ITPO ECPF Trust.
- 2.5. Non-submission of any bids during any financial year ending 31st March, will automatically disqualify the arranger from quotations for subsequent three months. This condition shall be applicable from 01.04.2022 and accordingly in case no bid is received from an empaneled arranger/ agency during any financial year starting from FY 2022-23, such arranger shall be debarred from quotation for three months from the end of respective financial year.
- 2.6. The performance of each empanelled agency may be reviewed after three years and the extension of empanelment for further period may be decided accordingly.
- 2.7. ITPO ECPF Trust reserves the right to discontinue with the empanelment at any time.

3. Instructions for Empanelment application

- 3.1. The words “Arranger” or “Agency” shall mean the entity submitting the empanelment request/ application with ITPO ECPF Trust.
- 3.2. All the empaneled agencies shall submit copy of PAN Cards mentioning their name along with empanelment request, which shall also be considered for allotment of user id to access bid submission portal of ITPO ECPF Trust.
- 3.3. Arrangers will submit declaration along with Empanelment Request mentioning that they are not blacklisted by any PSU Trust or Central/ State Government Entity or any Regulator
- 3.4. The submission of authenticated documents is prime responsibility of agencies seeking empanelment. Chartered Accountant Certificate in attached format (Annexure III) shall be submitted in Original.
- 3.5. Power of Attorney in the name of person signing the empanelment request shall also be furnished.

- 3.6. All the pages forming part of Empanelment Request shall be duly signed and stamped by Authorized Signatory.
- 3.7. All the documents must be in the name of agency seeking empanelment.
- 3.8. No agency shall be empaneled unless:
- a. The agency meets all the criteria mentioned in 'Eligibility criteria' along with documents required for the same and
 - b. The agency signs unconditional acceptance of Terms and Conditions of Empanelment.
- 3.9. All the requisite documents should reach at following address by last date/ time of application:
Sh. Raj Kumar Thakur,
Dy. Gen. Manager (Finance)
India Trade Promotion Organisation
Pragati Bhawan,
Pragati Maidan, New Delhi-110001
rajthakur@itpo.gov.in
- 3.10. Only applications/ empanelment requests submitted physically at above address shall be considered for evaluation. Further, in case any clarification is desired with reference to empanelment enquiry, above contact details may be used for the same.
- 3.11. All the envelopes comprising of document shall be marked as follows;
"REQUEST FOR EMPANELMENT AS ARRANGER FOR QUOTATIONS TO ITPO
ECPF TRUST"
- 3.12. Empanelment requests submitted after the last date/ time for acceptance of Empanelment applications shall not be considered for evaluation unless extension of the last date of application is granted by ITPO Employees Provident Fund Trust prior to time allowed for submission of application.
- 3.13. Extension of last date, if any shall be published on the following web link:
<https://indiatradefair.com/tenders/listing>
- 3.14. In case of any queries in the matter, please contact Sh. Anil Bhatia, anilbhatia@itpo.gov.in, 9818462677.

**Application for empanelment as agencies for submission of investment quotations for ITPO
Employees Contributory Provident Fund Trust**

S. No.	Subject	Particulars
1	Name of Agency	
2	Contact Person Address Telephone No. Mobile No. Fax No. Email Address	
3	Permanent Account No. (PAN)	

Check-list of submissions:

A	Annexure II	
B	Requisite documents as per Annexure II for eligibility	
C	Annexure III- Chartered Accountant Certificate	
D	Annexure IV- Undertaking	
E	Terms and Conditions duly signed by authorized signatory	

Annexure II

Qualification criteria, required documents and corresponding particulars to be filled-in by the Agency:

Criteria	Requisite documents	Particulars (to be filled-in by the applicant)
<p>The Agency should have Registration with following:</p> <ol style="list-style-type: none"> Securities and Exchange Board of India (SEBI)/ Reserve Bank of India Bombay Stock Exchange or National Stock Exchange or both 	<p>Copy of Registration Certificates</p>	
<p>The agency should be in the business of dealing in securities as counterparty for Retirement Fund Trusts for at least five years ending on last date of application.</p>	<p>Copy of Investment enquiry (older than 5 years ending on the last date of application) from Retirement Fund Trusts to the applicant Agency. and Certificate by Chartered Accountant as per Annexure III.</p>	
<p>The agency should have been empaneled with minimum 5 Retirement Trusts of Central/ State Govt. Organizations/ PSUs during FY 2021-22.</p>	<p>Empanelment Letters or Investment enquiries received from Retirement Trusts of Central/ State Government Organizations/ PSUs issued during FY 2021-22 along with Certificate from Chartered Accountant in Annexure III.</p> <p>For this purpose, Central/ State Govt. Organization/ PSUs shall include any organization where Central/ State Government(s) individually or jointly hold more than 50% ownership as on 31.3.2022.</p>	

The Net Worth of Agency should be at least Rs. 5 Crores as per latest audited financial statements.	Audited Financial Statements for FY 2021-22 or 2020-21, as the case may be. For this purpose, Net Worth shall be considered as per definition given in Companies Act, 2013.	
The agency must have traded in Secondary Debt Market Securities for the minimum value of Rs. 200 crores during last financial year prior to the last date of application.	Certificate from Chartered Accountant as per Annexure III	
The agency should not have been blacklisted/debarred by any Government Department/Public Sector Undertaking	Undertaking as per Annexure IV	

Format for Certificate from Chartered Accountant

On the Letter of Chartered Accountant Firm

We,, Chartered Accountants, hereby certify the followings for application by M/s _____ to ITPO Employees Contributory Provident Fund Trust for empanelment as agency/ arranger for Investment quotations:

1. M/s, is dealing in securities transactions as counterparty to Retirement Fund Trust(s) for more than 5 years ending on the last date of application mentioned in Empanelment invitation issued by ITPO ECPF Trust, Pragati Maidan, New Delhi.
2. M/s....., is empaneled with following Retirement Fund Trusts of Central/ State Government Organizations as on the date of bid submission:
 - a.
 - b.
 - c.
 - d.
 - e.
3. Net Worth of M/s is Rs. as per Audited Financial Statements for FY 2021-22/ 2020-21 (*strike off, whichever is not applicable*).
4. M/s, as counterparty, have traded in secondary debt market securities atleast for Rs. 200 crores during the financial year 2021-22.

(Signatures & Seal) Name of Chartered Accountant:_____

Membership No.: _____

Firm Registration No.: _____

UDIN: _____

Date:

Place:

Declaration cum Compliance Statement

We, M/s _____, do hereby certify that we are not presently blacklisted by any PSU Trust or any Government Entity or Regulator.

Further, we hereby give unconditional acceptance to the Terms and Conditions mentioned in the 'Invitation for Empanelment' for the period 1/4/2022 to 31/03/2025 and accordingly submit the empanelment request with ITPO Employees Contributory Provident Fund Trust.

Authorized Signatory

Name: _____

Date:

Place: