

EOI Document for Engagement of Financial & Investment Advisor for  
investment by Jharkhand State Electricity Employees Master Trust

EOI No. - EOI/03/Investment & Financial Advisor/2021-22

**BID DOCUMENT**

## DISCLAIMER

The information contained in this Bid document or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the JSEEMT or any of its employees or advisors, is provided to Bidder on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided. This information is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. JSEEMT accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

This Bid document is not an agreement. The purpose of this Bid document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Bid document. This Bid document includes statements, which reflect various assumptions and assessments arrived at by the JSEEMT in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Bid document may not be appropriate for all persons, and it is not possible for the JSEEMT, its employees or advisors to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid document. The assumptions, assessments, statements and information contained in this Bid document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.

The JSEEMT, its employees and advisors make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid document or arising in any way in this Selection Process.

JSEEMT also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Bidder upon the statements contained in this Bid document. JSEEMT may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid document. The issue of this Bid document does not imply that the JSEEMT is bound to select any Bidder or to appoint the Selected Bidder, as the case may be, for the assignment and the JSEEMT reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.


The Bidder shall bear all its cost associated with or relating to preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the JSEEMT, formation of consortium or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the JSEEMT shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Administrator

Jharkhand State Electricity Employees Master Trust

Engagement of Financial & Investment Advisor

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**Mazher Majeed**  
Manager (JSEEMT)

**JHARKHAND STATE ELECTRICITY EMPLOYEES MASTER TRUST**  
**Engineering Building, HEC, Dhurwa, Ranchi-4**  
**E-mail: adm.jssemt@gmail.com**

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**Abridged Notice**

**Expression of Interest (EOI) for Engagement of Financial & Investment Advisor  
for investment of Funds**

EOI No. - EOI/03/Investment & Financial Advisor/2021-22

Jharkhand State Electricity Employees Master Trust (hereinafter JSEEMT) has been constituted to ensure that the interest of the Members, as regards payment of Terminal Benefits, is protected. JSEEMT having its office at Engineering Building, HEC, Dhurwa, Ranchi-4 manages the funds provided by GOJ and Contribution from cos. The object of the Trust is to make arrangement for payment of terminal benefits to the members of the Trust.

JSEEMT intends to Engage Financial & Investment Advisor for providing impartial advisory and allied services on the matter of Investment of Funds of Trust pertaining to Terminal Benefits comprising of Pension Fund, Gratuity Fund, Leave Encashment, GPF, GSS etc as per applicable statutes/rules.

Applications are invited from eligible agencies fulfilling the qualifications as specified in our EOI document. Firms fulfilling eligibility criteria mentioned in the tender documents only shall apply. The EOI Document and other detailed terms & conditions are available at <https://jbvnl.co.in> (for reference and submission of EOI) and can be downloaded for submission in accordance with terms and conditions set forth therein.

Ajay Kumar  
Administrator

Jharkhand State Electricity Employees Master Trust

**JHARKHAND STATE ELECTRICITY EMPLOYEES MASTER TRUST**

**Engineering Building, HEC, Dhurwa, Ranchi-4**

**E-mail: adm.jssemt@gmail.com**

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**Notice Inviting Expression of Interest (EOI) for Engagement of Financial & Investment Advisor for providing impartial advisory and allied services on the matter of Investment of Funds of Jharkhand State Electricity Employees Master Trust**

From  
The Administrator  
Jharkhand State Electricity Employees Master Trust  
Engineering Building,  
Room No. - 103  
HEC, Dhurwa, Ranchi-4  
E-mail: adm.jssemt@gmail.com

Dear Sir(s),

For and on behalf of the Jharkhand State Electricity Employees Master Trust (hereinafter JSEEMT), Expression of Interest (hereinafter EOI) in the prescribed EOI Document under two bid systems is Invited for appointment of Advisors for providing impartial advisory and allied services on the matter of Investment of Funds of Trust of JSEEMT as per scope of work.

- a) The assignment is for a period of Two Years from the date of award of the Contract. The term can be extended by another One Year on sole discretion of JSEEMT and the agency. The agency will have no right to refuse the extension and will be bound to execute the work in third year also as per same terms and conditions. In case extension is considered by JSEEMT fees for third year will be considered on simple average basis of fees for first two years of service as quoted above.  
The LOA will constitute a binding agreement for this contract.

2. The EOI Document and other detailed terms & conditions are available at <https://jbvnl.co.in> (for reference and submission of EOI).

3. Interested parties may submit their EOI alongwith documentary evidence relevant to Experience/Capability Criteria & Financial bid in separate sealed envelopes addressed to:

The Administrator,  
Jharkhand State Electricity Employees Master Trust,  
Engineering Building,  
Room No.-103, Dhurwa,  
Ranchi-834004.

JSEEMT may shortlist the Parties/Bidder who will be required to make presentations on their past assignments, understanding of scope of work and modalities to carry out

the assignment. Bidders are advised to go through and follow the instructions provided at **Appendix-I** regarding 'Instructions for EOI Submission.

EOI and supporting documents should be submitted in hard copy in sealed envelope as mentioned in **Appendix- II**.

4. CRITICAL DATES SECTION:

|  |                              |
|--|------------------------------|
| Bid Publish Date   | 07.02.2022                   |
| Bid Document Download Start Date & Time (IST)  | 07.02.2022                   |
| Pre EOI Submission : At Conference Room, JUVNL Hqr, Engineering Building, Dhurwa, Ranchi | 14.02.22 (3.00 PM)           |
| Submission of Prebid Queries through Mail <b>adm.jssemt@gmail.com</b>                    | 16.02.22 (3.00 PM)           |
| Clarification of Prebid Queries in <a href="https://jbvnl.co.in">https://jbvnl.co.in</a> | 21.02.22 (3.00 PM)           |
| Tender Document Download End Date & Time (IST)   | 26.02.22 (5.00PM)            |
| Bid Submission End Date & Time (IST).  | 28.02.22 (12.00 PM)          |
| Bid Opening Date & Time (IST) (Technical)  | 28.02.22 (3.00 PM)           |
| Presentation   | To be communicated Later on. |
| Opening Of Financial Bid   | To be communicated Later on. |

5. Bids should remain open for acceptance up to and inclusive of **ninety (90) days** from the date of opening of the Technical Bid. JSEEMT, may, at its discretion, extend this date and such extension shall be binding on the Bidders unless denied in writing within 2 days after expiry of 90 days. If the date up to which the Bid is open for acceptance is declared to be a closed holiday/Sunday, the EOI shall be deemed to remain open for acceptance till next following working day. The EOI of any bidder who does not keep the offers open for the prescribed period shall be summarily rejected.
6. The prospective bidders are advised to refer to <https://jbvnl.co.in> for any modification to the EOI Document and the bidders shall ensure that the EOI Documents submitted by them shall contain such modifications, failing which the bids shall be liable to be rejected. The Bidder shall bear all costs associated with the preparation and submission of its tender, and JSEEMT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
7. The Applicant(s) shall furnish in original, as part of its technical offer,
- A demand draft of Rs.11800.00 towards cost of EOI document (including GST) in favour of DDA Sectt., JUVNL.
  - A demand draft of Rs.100000.000 towards in favour of DDA Sectt., JUVNL towards Earnest Money Deposit.
- Offers submitted without demand draft for cost of EOI document and/or EMD or both shall be summarily rejected.

**All demand drafts should be drawn in favour of DDA Sectt., JUVNL payable at Ranchi.**

8. Mere receipt of quote shall not bind JSEEMT to accept the bid/quotation from the offer. JSEEMT reserves the right to accept or reject any or all the quotations and information sheets without assigning any reason there of and distribute the above works between agencies which it would consider suitable even if agency fulfills all the conditions and eligibility criteria as the case may be at any time without assigning any reason for the same. JSEEMT reserves the right to reject any or all offers and to cancel the tender enquiry at any stage without assigning any reason. Conditional offers may not be accepted.
9. The offers submitted by the Bidders would be governed by all the terms & conditions laid down in the EOI Document, and its annexures, appendices, schedules etc.
10. JSEEMT shall not be responsible for non-accessibility of <https://jbvnl.co.in> portal due to technical glitches or internet connectivity issues at Bidder's end.
11. In case of any clear indication of cartelization or express or implied anti-competitive agreements between the Bidder's at the time of finalization of Tender or thereafter, which at any time i.e. before or after award of the Contract comes to the notice of the JSEEMT, the Tendering Authority may reject the relevant Bids, forfeiture of Security Deposit (if any), recover the losses as assessed by the Authority arising out of such anti-competitive practices of the Bid(s) and also recommend the case to relevant depts./authorities etc. having appropriate jurisdiction or Authority, for initiating necessary action including, but not restricted to, cancellation of license. JSEEMT may further debar the agency for at least three years for any of its dealings with such agency.
12. Detailed Terms & Conditions and Instructions governing the EOI can be seen in the EOI Documents.

Administrator  
Jharkhand State Electricity Employees Master Trust

### **1.00 Introduction**

Jharkhand State Electricity Employees Master Trust (hereinafter JSEEMT) has been constituted pursuant to and in accordance with the terms and conditions contained in the "The Jharkhand State Electricity Reforms Scheme, 2013" and "The Jharkhand State Electricity Reforms Revised Transfer Scheme, 2015" for disbursal of Terminal Benefit Liabilities to the pensioners and employees as on 05.01.2014.

The Trust has been established to ensure that the interest of the Members, as regards payment of Terminal Benefits, is protected. Terminal Benefits for this purpose means the GPF (FW), GSS, Gratuity, Pension, Dearness Allowance, Leave Encashment and other applicable benefits including the right to have the appropriate revisions in the above benefits consistent with the practice that were prevalent in the Board.

JSEEMT manages the funds provided by GOJ and Contribution from cos. Fund means the Pension Fund, Gratuity Fund, Leave Encashment, GPF, GSS etc. and include all sums in cash and other assets retained by the Board of Trustees' Account or otherwise, in accordance with the terms hereof. The object of the Trust is to make arrangement for payment of terminal benefits to the members of the Trust i.e. pension and pensionary benefits to the pensioners and employees on their retirement after a specified age or their becoming incapacitated prior to such retirement and for the widows, children and other dependents of such employees on their death or withdrawals for any of the purpose mentioned in this Deed and the Rules & Regulations made thereunder.

"Member(s)" means the existing employees of erstwhile JSEB (now serving under various transferees as also the employees of erstwhile JSEB, presently on deputation to other departments and pensioners including family pensioners of the erstwhile JSEB, who, on the effective date of the Transfer Scheme i.e. **6<sup>th</sup> January 2014**, were eligible to receive Terminal Benefits in accordance with the JSEB Rules and also any person joining the transferee company/companies as employee after the effective date of the transfer scheme.

### **2.00 Assets of the Trust**

The contribution received by the Trust on behalf of the employees, the interest or other income earned on and from the said contributions, amounts lying under the existing trust of the JSEB, or any investments thereof, all securities and investments made out of the fund of the trust and all money and assets that may come into the hands of and/or vested in the Trustees in pursuance of these presents.

### **3.00 Management of the Trust Funds**

The funds vest in the Trust and the trust holds and employ the Funds in accordance with the relevant terms and conditions and have the entire custody, management and control of the Funds. The Funds are invested and managed in accordance with applicable laws including the Companies Act, 1956, Income Tax Act 1961, Income Tax Rules 1962, the Indian Trusts Act, 1882 and the surplus money is invested in eligible securities. JSEEMT may also enter into arrangements with institutions such as Life Insurance Corporation,

and/or such other professional fund managers, for investing the Funds in annuities policies and other financial schemes, that would allow the Funds to earn adequate returns (so as to provide the Terminal Benefits to the Members, in accordance with the terms and conditions).

#### **4.00 SCOPE OF WORK.**

The advisor would act in the capacity of Financial & Investment advisor to JSEEMT and provide impartial investment advisory services to JSEEMT with the main goal of maximizing the return without compromising on safety, security, liquidity & yield. The ultimate discretion for investments and otherwise, shall always lie with the Trust and all investment will be made by trust directly.

On above premises, the scope of work as listed hereunder (but not limited in any way) is as hereunder:

- 1) Periodic Review of existing Investment Policy vis-a-vis the investment objectives and philosophy of the Trust & revision (if required).
- 2) To analyze the portfolio, the cash flow schedules and the investment objectives and philosophy of the Trusts and to assist the trusts in formulating the investment policy based on the Trusts' risk appetite and return targets.  
The policy may cover the risk exposure limits in consonance with the investment pattern mandatory for gratuity and pension/provident funds.
- 3) Examination of conformity of Existing Investment Practices and Policy with provisions as contained in Trust Deed & Statutes, Existing portfolio attributes including current asset allocation, risk tolerance, and liquidity requirements.
- 4) Undertaking of Asset Liability Management (ALM) study to identify range of years, as buckets, investments in which will help the Trust in aligning its maturity profile to future liabilities and thus establish steady cash flows.
- 5) Examination of existing investments, analysis of portfolio, the cash flow schedules, etc. and suggestions for switching over vis-à-vis market scenario and advice on making investment and trading in securities,.
- 6) Articulating an Investment Policy Document (IPD) in complete consultation with the trust, in order to establish a roadmap for future investments. The IPD would cover the risk exposure limits for different issuer clauses, in consonance with the investment pattern mandatory for Pension Fund, Gratuity Fund, Leave Encashment, GPF, GSS etc. as per Trust Deed and Statute.
- 7) Provide Monthly MIS of the Portfolio
- 8) Existing Investment detail of the trust, Maintenance of investment data, Keeping regular track of Portfolio Cash flows, Interest flows and redemption proceeds, Put & call options on the securities in the portfolio, Valuation of Portfolio of Trust, Compliance of Investment as per guidelines issued by regulatory authorities from time to time and balance amount under each category for investment in accordance with the investment policy, Detail of non-receipt of debt service ( Interest & Principal), Identification of mis-priced securities & Structures on monthly basis, rating of Securities/debt papers on an ongoing basis and to advise the Trusts on early warning signals based on ratings.
- 9) Periodic reconciliation of investment data and cash inflows for the trust (through coupons, maturities and put/call options) in generated MIS reports with SGL and Demat statements etc. of the trust.



- 10) Provide Monthly MIS in respect of Market Trends and updation, Regular updation on applicable changes/ modification in any regulatory act and rules. Provide timely updates for important notifications and circulars, Debt and equity research for analytics suggesting market movements for trend and analysis.
- 11) Tracking the Trust's cash flow schedules and to advice on the timing of investment, taking into account the market dynamics. Analyzing both primary and secondary market and advise the trusts to undertake decisions for making investment in a particular scrip/scrips by authenticating the rating, sound financials and credentials of the Issuer, non-default status of the issuer in the past, assessing the risk associated with the investment.
- 12) Study of trust's retirement & Liability Profile, Matching & managing the liability & asset structure.
- 13) Advise sale or purchase in holdings, if any, for optimizing return and minimizing risk.
- 14) End to end investment cycle management including:
  - a. category wise recommendation for investible surplus fund.
  - b. Compilation of quotes and sharing the same with the organization.
  - c. Discussing and shortlisting the applicable Category and Instrument for investment.
- 15) To keep the Trust advised on changes/modifications, if any, in regulations and ensure complete compliance and other regulatory requirements of the trust..
  - a. Articulating and discussing detailed concept notes.
  - b. Assisting the trust with the better implementation of the same.
- 16) Identifying opportunities for portfolio restructuring with a view towards:
  - a. Active Duration Management
  - b. Optimizing the returns obtained by the trust
- 17) Examination of various proposals in relation to existing investments in companies in defaults and scheme of amalgamation/ merger/ restructuring of issuer companies and providing financial advisory services thereof.
- 18) Examination of stressed assets, pending debt default cases and recovery proceedings and providing Financial Advise thereto.
- 19) Representing Trust before Debenture Trustee/ Committee of creditors/ issuers etc. as a Financial Advisor whenever required and authorized.
- 20) Monitor the investment on a continuous basis and adopt best investment practices in line with the applicable statutory notifications, circulars, Investment policy and guidelines as amended from time to time.
- 21) Any other activity related to investment portfolio/ investment strategy.
- 22) To provide investment management/ advisory services to the JSEEMT (hereinafter severally referred as trust) with the main goal of maximizing the return without compromising on safety. Investment Recommendation / advices should be properly supported with fundamentals and technical analysis, ratings, duration and Risk profiling etc.
- 23) Guidance on Competitive/ non-competitive bids for G.Sec/ SDL auction, guidance on the mode of bid, bidding rate, identification of paper/ Security and arranging to submit the bids on behalf of the trust/ for the trust with RBI on competitive/ noncompetitive basis. Regular Portfolio performance monitoring with regard to issue, group, sector, rating, maturity, duration, Monthly MIS reports etc.
- 24) Reporting downgrades/ possible downgrades/ mismatches in investment limits in the investment pattern – on real time basis and possible corrective actions to be taken.

25) Advising on churning of portfolio as and when required.

The appointed advisor shall **depute two qualified and experienced persons of the firm** (One person to be nodal officer) **as Relationship Manager to JSEEMT** to make the investment management/ advisory role meaningful and ensure prudent financial management of trust funds and for providing **for Back Office and Operational Support to Trust.**

**Note:**

**The above scope is tentative and non exhaustive or limited. It includes all works as may be entrusted by trust to achieve its objectives to earn adequate returns (so as to provide the Terminal Benefits to the Members, in accordance with the terms and conditions) taking into consideration safety, security, liquidity & Yield.**

No investment shall be made in or through the organization/group to which the investment advisor belongs.

**5.00 GENERAL TERMS & CONDITIONS**

- b) The EOI Document and other detailed terms & conditions are available at <https://jbvnl.co.in> (for reference and submission of EOI).
- c) Interested parties may submit their EOI alongwith documentary evidence relevant to Experience /Capability Criteria given in Annexure –I & Financial bid given in Annexure II in a separate envelopes addressed to The Administrator, Jharkhand State Electricity Employees Master Trust, Engineering Building, Room No.-103, Dhurwa, Ranchi-834004.
- d) JSEEMT may shortlist the Parties/Bidder who will be required to make presentations on their past assignments, understanding of scope of work and modalities to carry out the assignment.
- e) Bidders/advisors are advised to go through and follow the instructions provided at Appendix-I regarding 'Instructions for EOI Submission'. EOI and supporting documents should be submitted in hard copy in sealed envelope as mentioned in Appendix- II.
- f) The selected agency shall not sublet, transfer or assign the Contract, any part thereof. In case of subletting, the Contract shall be summarily terminated at the risk & cost of the agency and Security Deposit shall be forfeited, without prejudice to any rights or remedies the Corporation may have under the Contract and Law.
- g) The Financial and Investment Advisor will be selected under Quality and Cost based Selection (QCBS) method as described in this Tender Document. (80% for technical bid and 20% for financial bid).
- h) Fees quoted should be in terms of Rupees only. If any bidder quotes NIL or Zero rate in the financial bid, the bid will be summarily rejected
- i) Note: - While quoting rates in the Price Bid, bidders are expected to take into consideration following factors:-
  - a. All rates will be treated as fixed price for the period of the contract. No escalation whatsoever shall either be claimed or considered.

- b. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The Price Bid has been given as a standard BOQ format with the tender document. The same is to be downloaded and to be filled & submitted by all the bidders. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**j) Payment Terms**

The payment of annual fees shall be made by JSEEMT after rendering satisfactory services in the following manner.

- a. Payment shall be released by JSEEMT on quarterly basis on submission of pre receipted proper Tax invoices bills in duplicate along with required documents. No advance payment will be paid to the Advisor. The admissible Fee will be paid to the Bank Account of the Bidder maintained in any Bank located in India in Indian Rupee only.

**k) Paying Authority**

Manager(Payments), JUVNL against bills duly verified by Manager(Trust) and Countersigned by Sr. Manager(Trust)/DGM(Trust)-Administrator

- l) No expense other than the fees quoted plus taxes will be payable for the entire scope of work/deliverable. No additional out of pocket expenses will be payable.
- m) JSEEMT reserves the right to cancel the tender without assigning any reasons.
- n) The assignment is for a period of Two Years from the date of award of the Contract. The term can be extended by another One Year on sole discretion of JSEEMT and the agency. The agency will have no right to refuse the extension and will be bound to execute the work in third year also as per same terms and conditions. In case extension is considered by JSEEMT fees for third year will be considered on simple average basis of fees for first two years of service as quoted above.
- o) If the bidder or its Group/ Associate Company or any sister concern is in AMC business by any name/nature whatsoever, if applies and finalized as Financial & Investment Advisor in this EOI, it shall not advice the securities of its group/associate company or group company except the advice for Mutual Fund houses held by Public Sector Entities such as SBI MF, UTI MFs etc. to avoid conflict of interest. Further the selected agency or any of its Group/ Associate Company or any sister concern by any name/nature whatsoever shall not be allowed to quote for securities to be purchased by JSEEMT in future after its appointment.
- p) It will be responsibility of the advisor to recommend only those securities including MF which fulfills the requirement of The Transfer Scheme, Mandate of BOT as per Trust Deed and relevant statutes. In case, an investment is made as per the advice of the advisor, which does not fulfill the requirement stated above and Trust suffers any loss due to deviation, the advisor shall be fully responsible and shall compensate such losses to Trust.
- q) Person(s) signing the Bids shall state their legal capacity in the firm, e.g., proprietor, partner of the firm / LLP or as a Secretary /Manager / Director etc., of a Limited Company etc.
- r) The person signing the Bid or any other documents forming part of the Bid as a Power of Attorney holder of the Firm shall be responsible to produce a proper Power of Attorney duly executed on a non – judicial stamp paper of appropriate value, duly attested by a Notary

Public in his favour, stating that he has authority to bind the firm in all matters, pertaining to the Contract.

If at any stage it is found that the person concerned had no such authority JSEEMT may, without prejudice to other civil/criminal remedies, terminate the Contract and hold the signatory & the Firm liable for all costs and consequences.

- s) The Advisor shall perform the services with due care and in accordance with the requirements of the Trust and shall comply with all applicable laws, Regulation, instructions of Government of India, RBI, Stock Exchanges, SEBI and other statutory bodies.
- t) The contract awarded to Investment advisor shall be terminated by either party by giving one month advance notice in this regard.
- u) JSEEMT reserves the right to appoint one or more investment advisors.

#### 6.00. MINIMUM ELIGIBILITY CRITERIA FOR TECHNICAL BID

The Bidder must ensure the documentary proofs to substantiate the minimum eligibility criteria mentioned below in their technical bid, otherwise the bid shall not be considered for evaluation. The technical Bid should contain the following information supported by required documents.  
Bidders

| Sl. No. | MINIMUM ELIGIBILITY CRITERIA  | DOCUMENT TO BE SUBMITTED AS PROOF   |
|---------|---|---|
| 1.      | The bidder should have a valid SEBI registration Certificate as per Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.   | Attach SEBI registration Certificate clearly indicating the date of issue of license and continuity of holding the license.   |
| 2.      | The advisors proposed by firm for assignment of JSEEMT should meet the Qualification and Certification requirement of Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.<br>(A) The members of investment advisory team should be either<br>(i) CA/CMA/CFA or<br>(ii) MBA (Finance) or equivalent or PGDBM/ PGDFM with NISM Certification or Certification accredited by NISM.<br>Photocopy of Membership Certificate/Pass Certificate and NISM Certificate has to be submitted.<br><b>Distance learning courses of MBA (Finance), PGDBM/PGDFM will not be considered for evaluation.</b><br>In order to fulfill the requirement of NISM Certification, the member should have passed both the levels of | Enclose the list of Proposed Advisors along with qualification certificate as per requirement of Securities And Exchange Board Of India (Investment Advisors) (Amendment) Regulations, 2020.<br>Bio Data and Degree Certificate for at least 3 personnel on rolls (duly signed by the concerned personnel and Person Signing the bid should be submitted) |

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|----|--|--|
|    | <p>(i) NISM-Series X-A: Investment Advisor (Level 1) Certification Examination</p> <p>(ii) NISM-Series X-B: Investment Advisor (Level 2) Certification Examination <b>Or</b> certificate accredited by NISM.</p> <p>NISM has accredited the following Certification Examination</p> <p>(i) Chartered Wealth Manager (CWM) by American Academy of Financial Management India Pvt. Ltd.</p> <p>(ii) Certified Financial Planner (CFP) by Financial Planning Standard Board India</p> <p>(iii) International certificate in Wealth and Investment Management (India) Certification by Chartered Institute for Securities and Investment.</p> <p>(iv) Wealth Management Certification (Advance Level) by Centre for Investment Education and Learning Pvt. Ltd.</p> <p>(B) There should be minimum 3 members in advisory team who satisfies eligibility criteria</p> |  |
| 3. | The bidder must have prior relevant experience as on 31 <sup>st</sup> December 2021, in providing services for dealing in securities as per SEBI guidelines to retirement Benefit trusts comprising of Pension Fund, Gratuity Fund, Leave Encashment, GPF, GSS etc. after registration under Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.   | Attach Client Certificate (work Orders and Completion Certificate)   |
| 4. | The bidder should have Net Worth for Rs.5.00 cr. as on 31 <sup>st</sup> March, 2021 and should have earned profit in all F.Y's since registration under Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.  | (Attach audited copies of Balance sheet & P/L account.) & CA Certificate                                       |
| 5. | The bidder should have advised for minimum Asset Under Advice (AUA) Investment of Rs.1000 Crores (Rupees One Thousand Crore) for Pension/Gratuity/Leave Encashment/Group Saving Schemes/General Provident Fund/Central Provident Fund Trusts of any Central/State Govt. Depts. /Undertakings or Central/ State Govt. Autonomous Bodies during any of the last three (3) ending on 31 <sup>st</sup> December 2021, either individually or on cumulative basis.  | (Attach client certificate indicating total AUA investment year wise on the advice of bidder) & CA Certificate |
| 6. | The bidder should have advised a minimum of three (3) Pension/ Gratuity/ Leave Encashment/ Group Saving Schemes/ General Provident   | (Attach client certificate indicating total AUA investment year wise on the advice of bidder).                 |

|    |  |   |
|----|--|---|
|    | Fund/ Central Provident Fund Trusts of any Central/State Govt. Depts./ Undertakings or Central/State Govt. Autonomous Bodies during any of last three (3) years ending on 31 <sup>st</sup> December 2021 |   |
| 7. | The bidder should not have debarred or blacklisted by any Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies as on the last date of submission of bids                     | A self- declaration that the Advisor has not been debarred or blacklisted by any Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies as on the last date of submission of bids should be submitted in Letter Head  |
| 8. | The bidder should not have been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws during the last 5 years period.                           | (A self - declaration that the agency and/ or any Directors and any other personnel of the entity have not been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws during the last 5 years period should be submitted in Letter Head) |

#### 7.00 TECHNICAL BIDS SCORING CRITERIA

| PAST EXPERIENCE & FINANCIAL PERFORMANCE – SECTION A [70 Marks] |  |             |                 |               |  |
|--|--|-------------|-----------------|---------------|--|
| Sl. No.  | Evaluation Criteria  | Parameter   | Marks Allocated | Maximum Marks | Documents to be Attached   |
| 1.   | The bidder should have a valid SEBI registration Certificate as per Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.<br>MAX MARKS: 10   | -           | 10              | 10            | Attach SEBI registration Certificate clearly indicating the date of issue of license and continuity of holding the license.  |
| 2.   | The advisors proposed by firm for assignment of JSEEMT should meet the Qualification and Certification requirement of Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.<br>[At least 3 personnel on rolls]<br>MAX MARKS: 5 | 1           | 2               | 5             | Enclose the list of Proposed Advisors along with qualification certificate as per requirement of Securities And Exchange Board Of India (Investment Advisors) (Amendment) Regulations, 2020. Bio Data and Degree Certificate |
|  |  | 2           | 3               |               |  |
|  |  | More than 2 | 5               |               |  |

|    |  |                 |   |    |   |
|----|--|-----------------|---|----|---|
|    |  |                 |   |    | for at least 3 personnel on rolls (duly signed by the concerned personnel and Person Signing the bid should be submitted) |
| 3. | The bidder must have prior relevant experience as on 31 <sup>st</sup> December 2021, in providing services for dealing in securities as per SEBI guidelines to retirement Benefit trusts comprising of Pension Fund, Gratuity Fund, Leave Encashment, GPF, GSS etc. after registration under Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.<br>MAX MARKS: 5 |                 |   | 5  | Attach Clients Work Orders and Completion Certificate   |
| 4  | The bidder should have Net Worth for Rs.5.00 cr. as on 31 <sup>st</sup> March, 2021 and should have earned profit in all F.Y's since registration under Securities and Exchange Board of India (Investment Advisors) (Amendment) Regulations, 2020.<br>MAX MARKS: 10   | 5 Crore         | 5 | 10 | Attach copy of audited balance sheet and P/L Accounts for last three F'Y's.   |
|    | More than 5 Crore to 10 Crore  | 8               |   |    |   |
|    | More than 10 Crore   | 10              |   |    |   |
| 5. | The bidder should have advised for minimum Asset Under Advice (AUA) Investment of Rs.1000 Crores (Rupees One Thousand Crore) for   | Rs. 1000 Crores | 5 | 15 | Attach Clients Work Orders and Completion Certificate   |

|    |  |  |    |           |  |
|----|--|--|----|-----------|--|
|    | Pension/Gratuity/Leave Encashment/Group Saving Schemes/General Provident Fund/Central Provident Fund Trusts of any Central/State Govt. Depts. /Undertakings or Central/ State Govt. Autonomous Bodies during any of the last three (3) ending on 31 <sup>st</sup> December 2021, either individually or on cumulative basis.<br>Max. Marks: 15               | More than Rs. 1000 Crores – Rs.2000 Crores   | 10 |           |  |
|    |  | Above Rs.2000 Crores                         | 15 |           |  |
| 6. | The bidder should have advised a minimum of three (3) Pension/ Gratuity/ Leave Encashment/ Group Saving Schemes/ General Provident Fund/ Central Provident Fund Trusts of any Central/State Govt. Depts./ Undertakings or Central/State Govt. Autonomous Bodies during any of last three (3) years ending on 31 <sup>st</sup> December 2021<br>Max. Marks: 5 | 3 Trusts                                     | 5  | <b>10</b> | Attach Client Certificate (work Orders and Completion Certificate) |
|    |  | More Than 3                                  | 10 |           |  |
| 7. | The bidder should have advised any Pension/ Gratuity/ Leave Encashment/ Group Saving Schemes/ General Provident Fund/ Central Provident Fund Trusts of any Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies with one client of at least Rs.1000 crore.<br>Max. Marks: 10   | Rs. 1000 Crore                               | 3  | <b>10</b> | Attach Client Certificate (work Orders and Completion Certificate) |
|    |  | More than Rs.1000 Crore – Upto Rs.3000 Crore | 5  |           |  |
|    |  | More Than Rs.3000 Crore                      | 10 |           |  |



|                    |   |  |  |    |   |
|--------------------|---|--|--|----|---|
| 8.                 | Avg. completed years or part thereof of proposed personnel (greater than 6 months only) years of team experience of handling research & advisory in Debt and Equity asset classes.<br>Max. Marks: 10<br>Minimum Experience of each personnel in same field should be for at least 5 Years.<br>Minimum 3 personnel to be proposed. | if > 5 to 10 Years – 5<br>if > 10 to 15 Years – 7.5<br>if > 15 Years- 10 |  | 10 | Bio Data and Degree Certificate for at least 3 or more personnel on rolls (duly signed by the concerned personnel and Person Signing the bid should be submitted) |
| <b>Total Marks</b> |   |  |  | 75 |   |

**PRESENTATION - SECTION B [25 Marks]**

|   |     |    |  |
|---|-----|----|--|
| Understanding the Concept and Purpose of Jharkhand State Electricity Employees Master Trust.  | 5   | 25 |  |
| Understanding the Present Practices of JSEEMT vis-a-vis investment of funds.  | 5   |    |  |
| Constitution of Advisory Team to be deployed for the instant assignment.  | 7.5 |    |  |
| Show Casing of Past Performance focusing on improvements brought by the agency on the matter of returns, balancing of portfolio with safety, security, liquidity & Yield. | 7.5 |    |  |

Note: The presentation may be in virtual/offline mode which will be communicated to the agencies later on.

Bidders are advised to compulsorily attend the pre bid meeting for obtaining clarification on functioning etc. of JSEEMT which would enable them to prepare a proper presentation and submit competitive offer.

Note:

- To qualify the Technical Bid Evaluation, the bidder must conform to all the minimum requirements stated in the tender document.
  - A Technical Score of seventy (80) per cent or above will be declared as only technically qualified bid.
- However, the bidder should obtain at least 80% marks in PAST EXPERIENCE &

Engagement of Financial & Investment Advisor

**Mazher Majeed**  
Manager (JSEEMT)

FINANCIAL PERFORMANCE – SECTION A and at least 80% marks for PRESENTATION - SECTION B to be considered for Financial evaluation.

i.e.

80% of Max Marks (75) = 60 for **PAST EXPERIENCE & FINANCIAL PERFORMANCE – SECTION A ‘AND’**

80% of Max Marks (25) = 20 for **PRESENTATION - SECTION B.**

- c) Any conditionality included in the Technical bid shall lead to summary disqualification of the entire bid.

### **8.00 FINANCIAL BID SCORING CRITERIA**

The financial evaluation of the proposal will be carried out for only those bidders who have obtained a technical score of 80% or above. Financial Proposals should be complete and unconditional.

Price Bid shall be submitted in a separate sealed envelope in prescribed format only.

Financial bid marks will be allocated to the bidder as follows:

- a. Lowest Financial Bidder : 100 Marks
- b. For others:  $(L1 \text{ Amount} / \text{Amount quoted}) \times 100$

Evaluation of financial bid

- a) Evaluation shall be done on the basis of all-inclusive cost.
- b) In case the L1 firm is non-MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm(s) matches the L1 price, the evaluation will be carried out as per revised price of MSE. [Certificate To be Enclosed]

### **9.00 COMBINED BID EVALUATION CRITERIA**

The weightage of technical criteria will be 80% and 20% weightage of financial criteria. Accordingly final score shall be:

[Marks obtained in Tech. Bid X 80% + Marks obtained in Financial Bid X 20% ]

The work/agreement will be awarded to the bidder who will get the aggregate highest Marks in technical and financial criteria as per above weightage formula subject to final decision of JSEEMT.

In case of Tie in marks, the agency with higher Technical score will be selected. Further, in case of tie in Technical score, selection will be made on basis of highest marks obtained in presentation.

### **10.00 SECURITY DEPOSIT:**

1. The successful agency shall furnish a sum, within fifteen working days of acceptance of Tender, as a Security Deposit equivalent to 5% of the Contract value subject to a minimum of Rs. 1.00 Lac for the due performance of its obligations under the Contract.

Security Deposit should be in shape of Demand Draft and drawn in favour of DDA Sectt., JUVNL payable at Ranchi.

2. In case of failure of Bidder to deposit the Security Deposit within 7 working days of acceptance of the Bid, further one time extension of 07 working days may be

given by Competent Authority subject to levy of penalty @ 1% of Security Deposit.

3. The Security Deposit furnished by the Bidder will be subject to the terms and conditions given in the bid document and JSEEMT will not be liable for payment of any interest on the Security Deposit.
4. In the event of the Bidder's failure, after the communication of acceptance of the bid by JSEEMT, to furnish the requisite Security Deposit by the due date including extension period, his Contract shall be summarily terminated. Any losses or damages arising out of and incurred by the Trust by such conduct of the Advisor will be recovered from the Advisor, without prejudice to any other rights and remedies available to JSEEMT under the Contract and Law. The bidder may further be debarred from entering into any transaction with JSEEMT for a period of at least 5 years or more as per decision of competent authority. After the completion of prescribed period of five years, the bidder may be allowed to participate in the future Tenders of JSEEMT at sole discretion of JSEEMT provided all the recoveries/ dues have been effected by the Corporation and there is no dispute pending with the bidder/Party.
5. If the successful Bidder had previously held any Contract and furnishes Security Deposit, the same shall not be adjusted against this bid and a fresh Security Deposit will be required to be furnished. The Security Deposit will remain with JSEEMT during the currency of Contract and shall be released only on the successful completion of the Contract to the satisfaction of the Corporation and shall carry no interest.
6. Trust will NOT be responsible for any delay on the part of the bidder in submission of the bids.
7. The bids submitted by telegram/ fax/ E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
8. No deviations from tender terms and conditions (Be it for Bid submission, Price Schedule or any other conditions) will be accepted. Any violation thereof will lead to the rejection of the bid.

#### **11.00 FORCE MAJEURE**

A Force Majeure means any event or circumstance or a combination of events and such as:

- Drought, lightning, earthquake, landslides, tempest, cyclone, hurricane, whirlwind, storm, flood, and other unusual or extreme adverse weather or environment conditions, transporter's agitation, merchant agitation, riots, civil disturbances of any kind including civil commotion or other events of natural disaster of rare severity.
- Epidemic or strikes.
- Act of war (whether declared or undeclared), threat of war, invasion, armed conflict

or act of foreign enemy, unexpected call up of armed forces, revolution, religious strife, bombs, sabotage, terrorism or threat of such acts or other similar events of political or social nature.

- Expropriation, confiscation, or nationalization of the Facilities/Project by Govt. or a competent Authority;
- The imposition of any blockade, embargo, import restrictions, rationing or allocation by Govt.
- Any decision or order of a court or tribunal which has the effect of restraining all or any part of the activities concerning the provision of Services.
- Any event or circumstances of a nature analogous to the foregoing.
- Which are beyond the reasonable control of the affected Party, which such party could not have prevented or reasonably overcome with the exercise of reasonable skill and care in relation to the implementation of this Agreement, which do not result from the negligence of such party or the failure of such Party to perform its obligations hereunder which are of an incapacitating nature and of severe magnitude and have a Material Adverse Effect on the affected party's obligations under this Agreement. A party shall be entitled to suspend or excuse performance of its respective obligations under this Agreement to the extent such performance is impeded by a Force Majeure event.

#### **9.1 PROCEDURE FOR FORCE MAJEURE**

If a party claims relief on account of a Force Majeure, then the Party claiming to be affected by the such event shall, as soon as reasonably practicable and in any event within seven days of becoming aware of the Force Majeure, give notice of and describe in reasonable detail the effect of such Force Majeure to the other Party in writing, including the dates of commencement and estimated cessation of such Force Majeure and its effects on the parties obligation under the Agreements. Upon cessation of the situation which led to a Party claiming Force Majeure under this section the relevant Party shall within seven days thereof notify the other Party in writing of the cessation and the Parties shall as soon as practicable thereafter continue performance of all obligations under this Agreement but without prejudice to the excuse of performance of all obligations during the continuance of the Force Majeure.

#### **9.2 REVISED TIMETABLE**

Provided that the party claiming to be affected by the Force Majeure has complied with the notice procedure, any time period specified in this Agreement for the performance of an obligation, including the term of this Agreement, shall be appropriately extended for a period equal to that during which the effect of the Force Majeure applies to the obligation.

#### **9.3 CONSULTATION AND DUTY TO MITIGATE**

The Party claiming relief under Force Majeure shall, at its own cost, take all steps reasonably required to remedy and mitigate the effects of the Force Majeure and restore its ability to perform its obligations under this Agreement as soon as reasonably practical. The Parties shall consult with each other to

determine the reasonable measures to be implemented to minimize the losses to each Party resulting from the Force Majeure.

#### **9.4 PROLONGED FORCE MAJEURE**

In the event Force Majeure continuously impedes or prevents a Party's performance for longer than 60 consecutive days from the date of commencement of such Force Majeure, notwithstanding the suspension of the obligations of the Parties, they shall decide by mutual consent through consultation either the terms upon which to continue the performance of this Agreement or to terminate this Agreement.

#### **9.5 EXCEPTIONS APPLICABLE TO PARTIES**

The Parties shall not have the right to consider any of the following circumstance to be a Force Majeure that would suspend the performance or excuse the non-performance of their obligations under this Agreement:

- a. Unreasonable delay in performance or any damages attributed to the Management and Operations Staff, agents, Affiliates or Bidders;
- b. Non- performance by the Party or its Management and Operations Staff, agents Affiliations or Bidders that is caused by or connected with its/their (i) negligent or intentional acts, efforts, omissions or Fraud;
- c. failure to comply with the Law or conditions of clearances; or
- d. Breach under this Agreement.
- e. Any event which a diligent Party could reasonably have been expected to take into account at the time of the execution of this Agreement or avoided or overcome in the carrying out of its obligations hereunder.
- f. An insufficiency of funds or failure to make any payment required hereunder.
- g. Sabotages, closure/disruption of operations due to industrial unrest within the seller organization, closure/disruption of the operations directly initiated by the party.
- h. Changes in any of the tax or Duty structure and any variations in exchange rate.

#### **10. LAWS GOVERNING THE CONTRACT AND DISPUTE RESOLUTION**

The Contract will be governed by the Laws of India for the time being in force. Any dispute arising out of this Contract will be settled in the Court of law of competent jurisdiction. The Courts in Ranchi shall have exclusive jurisdiction to adjudicate the disputes arising under the Contract. The successful bidder shall take all required actions for compliance of all applicable laws of India such as EPF/ESI/Minimum wages etc. and other statutes required in case of instant contracts and at all times indemnify JSEEMT against all losses arising out of non compliance of any of the statutes by the agency.

## APPENDIX - I

### Instructions for Bid Submission

- 1) Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 2) After downloading /getting the tender document/schedules, the Bidder should go through it carefully and then submit the documents as stipulated, otherwise bid will be rejected. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 3) It is construed that the Bidder has read, understood and accepted all the terms and conditions before submitting their offer. **Bidders are advised to compulsorily attend the pre bid meeting for obtaining clarification on functioning etc. of JSEEMT which would enable them to prepare a proper presentation.**
- 4) If there are any clarifications, this may be obtained through the site or during the pre-bid meeting, if any up to four days before the date of opening of the bid. Bidder should take into account any corrigendum/addendum published from time to time and such modifications will be binding on the bidder notwithstanding whether the Bidder has uploaded his bid document or not.
- 5) Bidder should submit the cost of tender document and EMD as specified in the tender.
- 6) While submitting the bids, the Bidder should read the terms & conditions and accept the same to proceed further to submit the bid packets.
- 7) The price bid format is provided alongwith this document. The Price Bid/BOQ template shall not be modified/ replaced by the Bidder; else the bid submitted is liable to be rejected for this tender.
- 8) The TECHNICAL BIDS will be opened at prescribed time and date as mentioned in the critical date sheet.
- 9) JSEEMT may at any time prior to the opening of the Tender and for any reason, whether at its own initiative or in response to any on-line query sought by a Bidder modify the Tender document by way of an addendum/corrigendum to the original Tender and such modification will be binding on all Bidders.
- 10) The addendum/corrigendum would be uploaded at <https://jbvnl.co.in>
- 11) The offer should be submitted under two Bid System:
  - (i) A - Technical Bid
  - (ii) B - Price Bid

**APPENDIX - II**  
**TECHNICAL BID FOLDER/COVER:**

The Technical Bid alongwith required documents should be enclosed in sealed envelope superscribed as hereunder:

Bid Document for engagement of Financial & Investment Advisor for investment by  
Jharkhand State Electricity Employees Master Trust

EOI No. - EOI/03/Investment & Financial Advisor/2021-22

Do Not Open Before:[ Mention Due Date]

The envelope should be addressed to:

The Administrator, Jharkhand State Electricity Employees Master Trust, Engineering  
Building, Room No. -103, HEC, Dhurwa, Ranchi-4, E-mail: adm.jssemt@gmail.com

The Envelope should bear the name and address of the agency submitting the EOI.

**List of Documents to be enclosed in Technical Bid**

- i. DD of Tender Fee and EMD.
- ii. Copy of 'Tender Application' in the prescribed format Annexure-I, duly signed.
- iii. Copy of "Particulars of Bidder" as prescribed in Annexure- II.
- iv. The Details of Technical Bids as per the prescribed criteria should be provided in the Annexure III):
- v. Self- attested copy of Registered Deed of partnership of the firm, Registered Partnership Agreement of LLP along with Certificate of Incorporation, Memorandum & Articles of Association and certificate of incorporation of company etc. as applicable.
- vi. Self- attested copy of Power of Attorney in respect of Authorized signatory for signing the bids.
- vii. Self -attested copy of the Resolution passed by the Company/ LLP authorizing the person signing the Bid to do so on behalf of the company/ LLP
- viii. Scanned copy of PAN card of the firm.
- ix. Scanned copy of GST registration number of the firm.
- x. Self- attested copy of documents in support of the Minimum eligibility & other criteria stipulated in the Bid Document.
- xi. Self- attested copy of duly audited P&L account and Balance sheet of last 3 Financial Years.
- xii. All documents as required in support of qualification criteria.

**List of document(s) to be uploaded in Financial bid folder/cover:**

- i. Bid document PART – B, Forwarding letter of Price Bid.
- ii. BOQ as per MTF

Note: All documents as required to be submitted needs to be signed/self-attested by authorized signatory and duly stamped. The above list of documents are only indicative, the bidders are advised to refer to the respective Bid document clause in respect of various documents to be submitted. If the bidders fails to submit any of the document, the bid shall be summarily rejected.

PART – A  
TECHNICAL BID



To,  
 The Administrator  
 Jharkhand State Electricity Employees Master Trust  
 Engineering Building, Room No. -103  
 HEC, Dhurwa, Ranchi-4  
 E-mail: adm.jssemt@gmail.com

Dear Sir,

With reference to your EOI enquiry EOI No.-EOI/03/Investment & Financial Advisor/2021-22 for engagement of Financial & Investment Advisor for investment by Jharkhand State Electricity Employees Master Trust, I submit the EOI under two bid system for appointment of Financial and Investment Advisor for Investment by funds of Trust as specified in the document.

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to tender, General Information to Bidder and its annexure & appendices and agree to abide by them.
3. I agree to keep the offer open for acceptance upto and inclusive of 90 days from the date of opening of Technical Bid and to the extension of the said date in case it is so decided by JSEEMT.
4. I/We shall be bound by communication of acceptance of the offer dispatched within the time.
5. I/we also agree that if the date upto which the offer would remain open is declared a holiday for the Corporation the offer will remain open for acceptance till the next working day.
6. I do hereby declare that the entries made in the tender and Appendices/Annexures attached therein are true and also that I/We shall be bound by the act of my/our duly constituted Attorney.
7. I/We hereby enclose demand draft of Rs.....(DD No.....Dated.....) towards cost of Tender Document and demand draft of Rs.....(DD No.....Dated.....) towards EMD. In the event of my/our tender being accepted I/We agree to furnish Security Deposit as stipulated in the tender and put in place the necessary services within fifteen working days of acceptance of the Tender.
8. I/We hereby declare that my/our firm has not been blacklisted or otherwise debarred during the last five years by JSEEMT or any Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies or any other client.(\*)

OR

I/We hereby declare that my/our Firm was blacklisted/debarred by  
 Engagement of Financial & Investment Advisor

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 Mazher Majeed  
 Manager (JSEEMT)

\_(here give the name of the client) for a period of \_\_, which period has expired on \_\_. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(\*)

(\*) (strike out whatever is not applicable)

9. I/We hereby declare that no contract entered into by me/ my Firm with the JSEEMT, or any other Public Sector Undertaking or any government, or any other Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies or any other client.(\*), has been terminated before the expiry of the contract period at any point of time during the last five years for breach of any terms and conditions.
10. I/ we hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any Contract entered into by me/us with the JSEEMT, or any Central/State Govt. Depts./Undertakings or Central/State Govt. Autonomous Bodies during the last five years for breach of any terms and conditions.
11. I/We hereby declare that the Bidder Firm, its proprietor / any of the partners / any of the Directors have not been, at any time, convicted by any court for any offence involving moral turpitude or sentenced to imprisonment for a period of three years or more.
12. I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the JSEEMT shall have the right to disqualify me/us without giving any notice or reason therefor or summarily terminate the contract, without prejudice to any other rights that JSEEMT may have under the Contract and Law.
13. I/We shall not share the data/information and analysis relating to JSEEMT, obtained during course of their audit and physical verification with any other person and entity.
14. I/We undertake that any information pertaining to the Central and State Government or any other agencies involved in business with JSEEMT which comes to the knowledge of the firm/organisation in connection with this assignment will be deemed to be confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. I also agree that I shall ensure due secrecy of information and data as same is not intended for public distribution.

Date:

Place:

Signature of Authorized Person

Full Name;

Seal:

**Particulars of Bidder: (For Prequalification criteria evaluation)**

|     |  |                    |
|-----|--|--------------------|
| 1.  | Name of the Bidder   |                    |
| 2.  | Nature of the Firm i.e. whether<br>Individual<br>Registered Partnership Firm/<br>LLP<br>Private Limited Company<br>Public Limited Company incorporated in India.   |                    |
|     | Year of commencement of business by the firm:  |                    |
|     | Nature of business of the firm   |                    |
|     | Whether Registered with NSE and/or BSE   |                    |
| 3.  | (a) Office Address (Registered address) (b) Telephone Number<br>(c) Fax No. (d) Mobile number (e) Email Id:  |                    |
| 4.  | (a) Office Address (Ranchi) (b) Telephone Number<br>(c) Fax No. (d) Mobile Number (e) Email Id:  |                    |
| 4.  | Names of Proprietor/all Partners/all Directors of the bidder<br>on the date of submission of Bid.(as applicable)   |                    |
| 5.  | Name of the Contact Persons authorized to sign tender documents<br>with<br>Telephone: Mob. Nos. : email ids.   |                    |
| 6.  | SEBI registration number of Advisor<br>(enclose a copy of registration certificate)  |                    |
| 7.  | PAN No. of Bidder (enclose a scanned copy of PAN of the firm)  |                    |
| 8.  | Goods and Service Tax Registration No.<br>(enclose a scanned copy of GSTIN registration number of the firm)  |                    |
| 9.  | Details of Bidders Bank Account  | Account Name       |
|     |  | Bank Name & Branch |
|     |  | Account Number     |
|     |  | IFSC               |
| 10. | Gross Annual Revenue during the<br>immediate preceding Financial year.<br>(Enclose scanned copies of profit &<br>Loss account & Balance Sheet for<br>preceding Three years.)   | 2020-21            |
| 11. | Net worth as on 31.03.2021   |                    |
| 12. | Average assets under management form Investment management/ advisory of<br>Retirement Benefit Trust PF/Pension/Gratuity Trusts) during last three years<br>Fund (excluding assets of the Bidder & its Group Companies) (Rs. in Cr.)<br>(Enclosed Certification )<br>2019<br>2020 |                    |

|  |   |  |
|--|---|--|
|  | 2021  |  |
|  | Details of Enclosures [All the documents in support of the above information/data and as given in the list of enclosures must be signed by authorized signatory along with official seal of firm/company] |  |

Date:

Signature of Authorized Person

Place:

Full Name:

Seal:

**NOTE :**

1. For detailed Terms & Conditions the respective Bid document clause may be referred.
2. In support of all the minimum eligibility criteria, Bidders shall furnish & upload along with Technical bid self- attested copies of documentary proof failing which the Bids are liable to be rejected.  
In support of the experience criteria, Bidder shall furnish & upload self-attested copies of the Certificates
3. The Bidder shall furnish & upload self-attested copies of the Audited Profit & Loss Accounts and Balance Sheet of the immediate preceding three financial years 2020-21 and the documentary proof of the PAN and GST registration.

PART- B  
PRICE BID

*MM*  
**Mazher Majeed**  
Manager (JSEEMT)

## Forwarding Letter

To,  
The Administrator  
Jharkhand State Electricity Employees Master Trust  
Engineering Building, Room No. - 103  
HEC, Dhurwa, Ranchi-4  
E-mail: adm.jssemt@gmail.com

Ref. EOI No.- EOI/03/Investment & Financial Advisor/2021-22 for engagement of Financial & Investment Advisor for investment by Jharkhand State Electricity Employees Master Trust

Dear Sir,

I/We, submit the price bid for engagement of Financial & Investment Advisor for Investment by JSEEMT.

2. I/We have thoroughly examined and understood all the terms & conditions as contained in the Bid document and agree to abide by them.
3. I/We hereby offer to provide consultancy services to JSEEMT as per the rates of Fee as indicated in the schedule of price Bid.
4. I/We undertake that I/We are not entitled to claim any enhancement of Fee on any account during the tenure of the contract.
5. I/We undertake that the rate quoted in the Price Bid is inclusive of all applicable taxes except GST.

Yours faithfully,

Date:  
Place:

Signature of Authorized Person  
Full Name:  
Seal:

## SCHEDULE OF PRICE BID

| Sl. No.  | Description of work  | Annual Consolidated Firm Fees<br>(inclusive of all taxes, except GST)   |                 |
|--|--|---|-----------------|
|  |  | Amount in Figures   | Amount in words |
| 1  | Appointment Of Financial and Investment Advisor For Investment by JSEEMT For Providing Services As Per Scope Of Work Defined In EOI Document |   |                 |
|  | 1 <sup>st</sup> Year of Service  |   |                 |
|  | 2 <sup>st</sup> Year of Service  |   |                 |
|  | Total Fees   |   |                 |
|  | Percentage Rate of GST on Date of submission of EOI  |   |                 |
|  | 3 <sup>rd</sup> Year of Service  | (In case extension is considered by JSEEMT fees for third year will be considered on simple average basis of fees for first two years of service as quoted above.<br>The agency will have no right to refuse the extension. |                 |
| Note: 1) Please quote for 1 <sup>st</sup> Year of Service & 2 <sup>st</sup> Year of Service.<br>GST will be considered extra for evaluation of Price Bid as per applicable rates on date of bidding. Further GST will be allowed extra against invoices as per applicable. |  |   |                 |

1. The Bidder shall quote Annual Consolidated Fee (inclusive of all taxes, except GST).
2. Rates quoted in any other manner than the above will be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The Fee shall be quoted in Indian Rupee only.
5. The applicable GST will be paid in addition to fees quoted above.
6. The Price Bid will be evaluated on overall basis taking into consideration the fees quoted for 1<sup>st</sup> Year of Service & 2<sup>st</sup> Year of Service .

Date:

Place:

Signature of Authorized Person

Full Name:

Seal:

Engagement of Financial &amp; Investment Advisor

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**Mazher Majeed**  
Manager (JSEEMT)