



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli Campus, Umsawli, Shillong – 793018

Website: www.iimshillong.ac.in

Phone: 0364 – 2308000

EOI No. N1-1601/3/2022-FINACC

Dated: 05th June 2023

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF ARRANGER / AGENCY / BIDDER FOR SUBMISSION OF QUOTATIONS FOR INVESTMENTS

Name of the Work	Expression of Interest for Empanelment of Arranger / Agency / Bidder for Submission of Quotations for Investment
Duration of the Work	For a Period of 3 Years may be extended for another 2 years (Subject to Satisfactory performance)
The Currency in which Payment shall be made	Indian Rupees (INR).
Date of Issue/e-Publishing	6 th June 2023 at 09:00 Hrs.
Document Download Start Date	6 th June 2023 at 09:00 Hrs.
Document Download End Date and Time	27 th June 2023 at 10:00 Hrs.
Date for Pre-EOI Conference and Time	Not Applicable
EOI Queries should reach by	Latest by 15 th June 2023 till 15:00 Hrs. EOI queries received later than the date and time as mentioned above shall not be entertained. Pre-EOI queries should only be emailed to spo@iimshillong.ac.in
Venue of Pre-EOI Conference	Not Applicable
Last Date and Time for Receipt of EOI	27 th June 2023 at 10:00 Hrs.
Tentative Date and Time for opening of EOI	28 th June 2023 at 10:00 Hrs.
EOI Validity days	180 days (From the date of opening of bid)
Registered Office	IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya

A. EXPRESSION OF INTEREST (EOI) INFORMATION

1. Online EOIs for selection of Arranger/ Agency/ Bidders for ‘FOR SUBMISSION OF QUOTATIONS FOR INVESTMENTS’ are invited by the Director, IIM Shillong as per the Terms and Conditions of the EOI document.
2. Arranger/ Agency/ Bidders shall be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
4. Arranger/ Agency/ Bidders can download the document pertaining to EOI from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> Bidders /Vendors/Agency are required to submit the EOI online by scanning and uploading all the relevant documents through <https://eprocure.gov.in/eprocure/app>.
5. EOI information is also available in the Institute’s website at <https://www.iimshillong.ac.in>. For further details regarding Amendment /Addendum /Extension/Corrigendum please visit website: <https://eprocure.gov.in/eprocure/app> and <https://www.iimshillong.ac.in>.
6. The technical packet will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> which can be seen by all the bidders who participated in the EOI.
7. At any time prior to the date of submission of EOI, Director, IIM Shillong may, for any reason, modify the bidding/EOI documents by an amendment. All prospective Arranger/ Agency/ Bidders who have received the EOI document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extend the date and time for submission of EOI.
8. Arranger/ Agency/ Bidders are required to sign on all pages of the tender document and submit the same along with the their bid.
9. The EOI shall be valid for a period of 180 days from the date of opening of Technical portion.
- 10. It will be the prerogative of the Institute to empanel any number of Arranger/ Agency/ Bidders.**
- 11. The Institute shall have the right to reject any EOI without assigning any reason thereof. No correspondence will be entertained in this regard.**

- 12. Please note that this EOI for empanelment of Arranger/ Agency/ Bidders, does not bind the Institute for award of Work Order/ Service.**
13. IIM Shillong reserves all rights to make any changes in terms and conditions of the EOI and also to reject any or all EOI received without assigning any reason thereof.
14. The term Arranger/ Agency/ Bidders has been interchangeably used in documents.
15. Settlement of Disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
16. Only Courts of the State of Meghalaya Shall have the jurisdiction in case of Disputes.
17. Institute reserves the right to terminate the contract by giving 1 (one) month notice without assigning any reasons thereof. If the agency wants to terminate the contract they need to serve a 3 (three) months' notice period.
18. For any queries please contact Store and Purchase Officer on +91.364.2308012 or at email spo@iimshillong.ac.in on any working day from 09:30 AM till 17:00 PM.
- 19. Those Arranger/Agency/ Bidder already had Empanelment with us, need not to apply against this EOI.**

Sd/-
Chief Administrative Officer
IIM Shillong

B. MINIMUM ELIGIBILITY CRITERIA

The following is the minimum eligibility criteria for Arranger/ agencies/ Bidders:

1. The Arranger / Agency / Bidder should have a Registered Office in India.
2. The Arranger / Agency / Bidder should have Registration with and have been in operations for at least 5 years after its registration:
 - a. Securities and Exchange Board of India (SEBI)/ Reserve Bank of India (RBI) **and**
 - b. Bombay Stock Exchange (BSE)/ National Stock Exchange (NSE) or both
3. The Arranger/agency should be in the business of dealing in securities as a counterparty for Provident Fund/ Retirement Fund/ Fixed Income Portfolios for at least five years ending before the last date of application.
4. The Arranger / Agency / Bidder should have been empanelled/associated with minimum 5 trust (s)/ organisations dealing with Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) of Central/ State Govt. Organizations/ PSUs/ Autonomous Bodies during FY 2022-23.
5. The Net Worth of agency should be at least Rs. 10 crores as per Audited Financial Statements for year ended on 31.3.22 or 31.3.2023 i.e. either of the two.
6. The Arranger/agency must have traded in Primary Debt Market/ Secondary Debt Market Securities for the minimum value of Rs. 250 crores during the financial year ended 31.3.2023.
7. The Arranger/agency should not have been Blacklisted/ Debarred by any Government Department/ Public Sector Undertakings (PSUs)/ Autonomous Bodies
8. Directors and any other key 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 in India.
9. The Arranger/agency should have valid PAN Numbers, valid GST registration Numbers etc.
10. Any bid failing to meet the above-stated eligibility criteria shall be summarily rejected and will not be considered for Technical Evaluation

C. Terms & Conditions for Investments Quotations

1. Investment quotations/ bids shall be submitted only in respect of Securities, which are acceptable and requested, in prescribed format only, as provided at the time of soliciting Investment Quotes.

2. In case, any quotation is submitted for securities that are not requested/ acceptable or not in provided in the desired format 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.
3. No quotation/ bid shall be submitted in case, the Arranger / Agency / Bidder is blacklisted by any PSU (Trust) or any Central/ State Govt. Entity/ Organization or any Regulator.
4. In case, any Arranger / Agency / Bidder 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 the 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.
5. Conditions applicable for Incorrect Particulars:
 - I. If particulars submitted along with quotation (or particulars submitted along with Deal, wherever IIM Shillong decides to consider in such quotation) are found to be incorrect, the agency shall be required to explain the reasons for such wrong submission as and when asked by IIM Shillong.
 - II. 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 the execution of deal, IIM Shillong shall, at any time after such deal, reserve the right to execute a Reverse Deal (i.e. sale of a security in case the initial deal was for purchase of security(ies) or vice a versa) at the initial deal's price of security with same Arranger/ Agency/ Bidder with whom initial deal was executed and such Arranger/ Agency/ Bidder 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 an investment decision is not based on yield (like in case of 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.
 - III. In case, such Arranger/ Agency/ Bidder does not accept to execute such reverse deal, the Arranger shall be blacklisted by IIM Shillong (in addition to exercising other legal remedies at the discretion of IIM Shillong) and no further bids shall be accepted in future from such Arranger/Agency/ Bidder.
6. 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 IIM Shillong in writing before signing of deal by IIM Shillong.

7. Non-submission of any bids during any financial year ending 31st March, will automatically disqualify the Arranger/ Agency/ Bidder from quotations for subsequent three months. This condition shall be applicable from date of empanelment from first year and subsequently from 1st April onward every year and accordingly in case no bid is received from an empanelled Arranger / Agency / Bidder during any financial year (Period) starting from date of empanelment, such Arranger/ Agency/ Bidder shall be debarred from quotation for three months from the end of respective financial year.
8. The performance of each empanelled agency may be reviewed after three years and the extension of empanelment for further period may be decided accordingly.
9. Arranger/ Agency/ Bidder required to execute Non-Disclosure Agreement of prescribed format.
10. IIM Shillong reserves the right to discontinue with the empanelment at any time.

d. Instructions for Empanelment application

1. The words "Arranger" or "Agency" or "Bidder" shall mean the entity submitting the empanelment request/ application with Indian Institute of Management Shillong.
2. Arrangers will submit declaration along with Empanelment Request mentioning that they are not blacklisted by any PSU (Trusts) or Central/ State Government Entity or any Regulator
3. The submission of authenticated documents is primary responsibility of agencies seeking empanelment. Certificate of Chartered Accountant firm as per attached format (Annexure III) shall be submitted at CPPP.
4. Power of Attorney in the name of person signing the empanelment request shall also be furnished.
5. All the pages forming part of Empanelment Request shall be duly signed and stamped by Authorized Signatory.
6. All the documents must be in the name of Arranger / Agency / Bidder seeking empanelment.
7. No Arranger / Agency / Bidder shall be empanelled unless:
 - a. The Arranger / Agency / Bidder meets all the criteria mentioned in 'Eligibility Criteria' along with supporting documents required for the same and
 - b. The Arranger / Agency / Bidder signs unconditional acceptance of Terms and Conditions of Empanelment.

Annexure I

Application for empanelment as Agency for submission of Investment Quotations for IIM Shillong

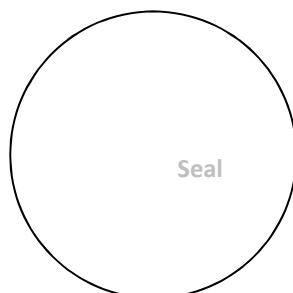
S. No.	Subject	Particulars
1	Name of Agency/ Arranger/ Bidders	
2	Contact Person Name Address: Telephone No.Mobile No. Fax No. Email Address	
3	Permanent Account No. (PAN)	
4	GSTIN	

Check-list of submissions:

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

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure II

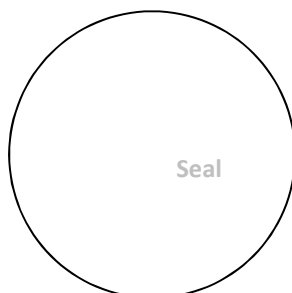
Qualification criteria, required documents and corresponding particulars to be filled-in by the Agency:

Criteria	Requisite documents	Particulars (to be filled-in by the applicant)
Detail of registered office in India	Copy of Registration Certificates	
The Agency should have Registration with following: a. Securities and Exchange Board of India (SEBI)/ Reserve Bank of India b. Bombay Stock Exchange or National Stock Exchange c. or both	Copy of Registration Certificates	
The agency should be in the business of dealing in securities as counterparty for Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) for at least five years ending on last date of application.	Copies of Investment Enquiry (not older than 5 years ending on the last date of application) from Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) to the applicant Agency. and Certificate of the Chartered Accountant as per Annexure III.	
The agency should have been empaneled with minimum 5 Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) of Central/ State Govt. Organizations/ /PSUs/ Autonomous Bodies during FY 2021-22.	Empanelment Letters or Investment enquiries received from Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) of Central/ State Govt. Organizations/ PSUs/ Autonomous Bodies issued during FY 2022-23 along with Certificate from Chartered Accountant in Annexure III. 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 31.3.2023.	

<p>The Net Worth of Agency should be at least Rs. 10 Crores as per latest audited financial statements.</p>	<p>Audited Financial Statements for FY 2022-23 or 2021-22, as the case may be.</p> <p>For this purpose, Net Worth shall be considered as per definition given in Companies Act, 2013.</p>	
<p>The agency must have traded in Primary Debt/ Secondary Debt Market Securities for the minimum value of Rs. 250 crores during last financial year prior to the last date of application.</p>	<p>Certificate from Chartered Accountant as per Annexure III</p>	
<p>The agency should not have been blacklisted/ debarred by any Government Department/ Public Sector Undertaking/ Autonomous Bodies</p>	<p>Undertaking as per Annexure IV</p>	
<p>Directors and any other key 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 in India.</p>	<p>Undertaking as per Annexure IV</p>	

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure III

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 IIM Shillong for empanelment as Arranger / Agency / Bidder for Investment quotations:

1. M/s, is dealing in securities transactions as counterparty to Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) of Central/ State Govt. Organizations/PSUs/ Autonomous Bodies for more than 5 years ending on the last date of application mentioned in Empanelment invitation issued by IIM Shillong.
2.
3. M/s....., is empanelled/ Associated with following Provident Fund /Retirement Fund / Fixed Income Portfolio (Trusts) of Central/ State Govt. Organizations/PSUs/ Autonomous Bodies as on the date of bid submission:
 4. a.
 - b.
 - c.
 - d.
 - e.
3. Net Worth of M/s is Rs. as per Audited Financial Statements for FY 2022-23 or FY 2021-22 (Strike off FY whichever is not relevant)
4. M/s, as counterparty, have traded in secondary debt market securities at least for Rs. 250 crores during the financial year 2022-23.

(Signatures & Seal)

Name of Chartered Accountant: _____

Membership No.: _____

Firm Registration No.: _____

UDIN: _____

Date:

Place:

Annexure IV

On the Letter of Arranger / Agency / Bidder

Declaration cum Compliance Statement

We, M/s _____, do hereby certify that;

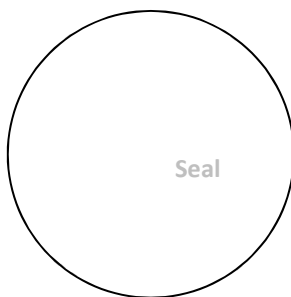
- a. we are not presently blacklisted by any PSU or any Government Entity or Regulator in India.

- b. Our Directors and any other key personnel have not found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws in India.

Further, we hereby give unconditional acceptance to the Terms and Conditions mentioned in the 'Invitation for Empanelment' for the Period of 3 Years may be extended for another 2 years and accordingly submit the empanelment request with IIM Shillong.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.: